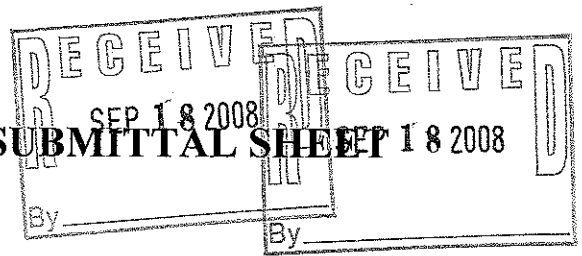


# REORGANIZATION PLAN SUBMITTAL SHEET



School Administrative Units Included in APPROVED Notice of Intent	School Administrative Units Submitting Reorganization Plan
Windham School Department	Windham School Department
Raymond School Department	Raymond School Department

## Contact Information

**RPC Co-Chairs:** Sanford J. Prince IV, Superintendent – Windham School Department  
Sandra Caldwell, Superintendent – Raymond School Department

**Address:** 228 Windham Center Road  
Windham ME 04062

**Telephone:** 207-892-1800

**Email:** sprince@windham.k12.me.us

**Date Plan Submitted by SAUs:** September 18 , 2008

**Proposed RSU Operational Date:** July 1, 2009

# Reorganization Plan Cover Sheet

(Please attach Reorganization Plan as Exhibit A)

Required Elements							
Law Reference Item Number Sub- Chapter 2	Item	N/A	Complete	In Progress	Not Yet Started	Identified Barrier <sup>1</sup>	Need Assistance <sup>2</sup>
3.A(1)	SAUs included in RSU		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(2)	Size of governing body		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Composition of governing body		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Apportionment of governing body		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(3)	Method of voting of the governing body		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(4)	Composition of local school committees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Powers of local school committees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Duties of local school committees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(5)	Disposition of real & personal school property		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(6)	Disposition of existing school indebtedness (if not using provisions of section 1506)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disposition of lease-purchase obligations (if not using provisions of section 1506)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(7)	Assignment of school personnel contracts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assignment of school collective bargaining agreements		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assignment of other school contractual obligations		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(8)	Disposition of existing school funds and existing financial obligations		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(9)	Transition plan that addresses the development of a budget for the first school year		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Transition plan that addresses interim personnel policies		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(10)	Documentation of the public meeting(s) held to prepare or review reorganization plan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(11)	Explanation of how units that approve reorganization plan will proceed if one or more units do not approve the plan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(12)	Estimate of cost savings to be achieved		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(13)	Such other matters as the governing bodies of the school administrative units in existence on the effective date of this chapter may determine to be necessary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> Please explain why this is a barrier and what assistance you need to remove this barrier on the next page.

<sup>2</sup> Please explain what assistance you need to complete this portion of your plan, and state from whom you need assistance, on page 3.

Parameters for Plan Development							
Law Reference Item Number Sub-Chapter 2	Item	N/A	Complete	In Progress	Not Yet Started	Identified Barrier <sup>3</sup>	Need Assistance <sup>4</sup>
3.B(1)	Enrollment meets requirements (2,500 except where circumstances justify an exception <sup>5</sup> )		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sec. XXXX-36, Parameter B	When viewed in conjunction with surrounding proposed units, may not result in one or more municipalities being denied the option to join an RSU		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.B(2)	Comprehensive programming for all students grades K - 12.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Includes at least one publicly supported high school		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.B(3)	Consistent with policies set forth in section 1451		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.B(4)	No displacement of teachers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No displacement of students		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No closures of schools existing or operating during school year immediately preceding reorganization, except as permitted under section 1512		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sec. XXXX-26, Parameter F	The plan must address how the school administrative unit will reorganize administrative functions, duties and noninstructional personnel so that the projected expenditures of the reorganized school unit in fiscal year 2008-2009 for system administration, transportation, special education and facilities and maintenance will not have an adverse impact on the instructional program <sup>6</sup>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Collaborative Agreements		
	Yes	No
Does your plan currently include information/documentation on collaborative agreements? (not required, but encouraged)	<input type="checkbox"/>	<input type="checkbox"/>

### Exceptions to 2,500 minimum

Actual number of students for which the RSU is fiscally responsible: \_\_\_\_\_

Exception	Exception Claimed in Plan	Documentation Provided? (Please attach as Exhibit B)	
		Yes	No
Geography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demographics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Population Density	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Unique Circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>3</sup> Please explain why this is a barrier and what assistance you need to remove this barrier on the next page.

<sup>4</sup> Please explain what assistance you need to complete this portion of your plan, and state from whom you need assistance, on page 3.

<sup>5</sup> Please note in the *Exceptions to 2500 minimum* section on next page

<sup>6</sup> This requirement is only for those who plan to be operational as an RSU in fiscal year 2008-2009, in accordance with a Reorganization Plan that is approved by the Commissioner and by the voters.

**Explanation of Barriers –**

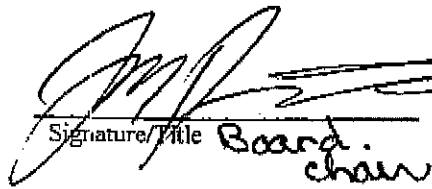
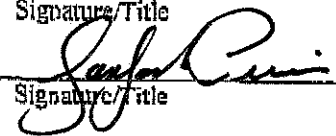
Please use this section to explain any/all barriers identified on the previous page as a barrier in completing your Reorganization Plan.

Law Reference/Required Element	Explanation of the barrier
	N/A

**Assistance Needs –**

Please use this section to describe your needs for assistance and from whom you need assistance.

Law Reference/Required Element	Explanation of your assistance need	Assistance needed from whom?
	N/A	

 Signature/Title Board Chair	9-18-08 Date	Windham School Dept SAU
 Signature/Title	9/18/08 Date	Windham School Dept SAU
Signature/Title	Date	SAU
Signature/Title	Date	SAU
Signature/Title	Date	SAU
Signature/Title	Date	SAU
Signature/Title	Date	SAU
Signature/Title	Date	SAU
Signature/Title	Date	SAU
Signature/Title	Date	SAU

Jessa Sadak 9/17/08  
Signature/Title Board Member Date

Raymond  
SAU

Jesslene Kess 9-17-08  
Signature/Title Treasurer Date

Raymond  
SAU

Mindy M. Falk 9-17-08  
Signature/Title Date

Raymond  
SAU

Michael Elger 9-17-08  
Signature/Title Date

Raymond  
SAU

Sandra Caldwell 9-18-08  
Signature/Title Date

Raymond  
SAU

Signature/Title

Date

SAU

Signature/Title

Date

SAU

Signature/Title

Date

SAU

Signature/Title

Date

SAU

Signature/Title

Date

SAU

Signature/Title

Date

SAU

Signature/Title

Date

SAU

September 18 , 2008

Commissioner Susan A. Gendron  
Maine Department of Education  
23 State House Station  
Augusta ME 04333-0023

Dear Commissioner Gendron:

Enclosed is the Reorganization Plan for Raymond and Windham. The plan is to reorganize into a single School District, with an operational date of July 1, 2009.

Raymond / Windham School District is the unofficial name of the new system and will be changed before incorporation.

Respectfully submitted,

Sandra Caldwell, Superintendent  
Raymond School Department

Sanford J. Prince IV, Superintendent  
Windham School Department

**PLAN TO REORGANIZE  
THE  
RAYMOND SCHOOL DEPARTMENT  
AND THE  
WINDHAM SCHOOL DEPARTMENT  
INTO  
THE RAYMOND / WINDHAM SCHOOL DISTRICT**

**September 18, 2008**

**Submitted to the Commissioner of Education for the State of Maine  
By:**

**The Raymond School Department  
The Windham School Department**



**Plan to Reorganize the  
Raymond School Department and Windham School Department  
into the new Raymond / Windham School District**

This Plan proposes the reorganization of the Raymond School Department and the Windham School Department into a single Regional School Unit ("RSU"), entitled the **Raymond / Windham School District** ("District").

The Plan has been prepared by the Raymond & Windham Reorganization Planning Committee and is submitted by the two Districts to the Maine Department of Education Commissioner for approval before being brought to a vote by referendum.

**The Members of the Raymond / Windham Reorganization Planning Committee are:**

Committee Co-Chairs: Sandra Caldwell, Raymond Superintendent  
Sanford J. Prince IV, Windham Superintendent

Committee Members: Jeff Vermette (Windham Community Member)  
Kate Brix (Windham School Board)  
Mike Duffy (Windham School Board)  
Marge Govoni (Windham School Board)  
Donn Davis (Windham Assistant Superintendent)  
John MacKinnon (Windham Town Council)  
Tony Plante (Windham Town Manager)  
Tom Bartell (Windham Community Member)  
Roger Ginn (Raymond Community Member)  
Joe Bruno (Raymond Selectman)  
Teresa Sadak (Raymond School Board)  
John Robinson (Raymond Parent)  
Dorothy Mowatt (Raymond Business Manager)  
Martha Page (Raymond School Board)

Contact Information: Sanford J. Prince IV, Superintendent  
Windham School Department  
228 Windham Center Road  
Windham ME 04062  
(207) 892-1800 ext: 2014  
[sprince@windham.k12.me.us](mailto:sprince@windham.k12.me.us)

**Date Submitted by the Raymond and Windham School Departments:**

November 20, 2007 (Work-in-Progress Plan)  
September 18, 2008 (Final Plan)

**Name of the Regional School Unit ("RSU"): Raymond / Windham School District (unofficial name)**

**Proposed RSU Operational Date: July 1, 2009**

## **1.A. The Units of the School Administration in the new Raymond / Windham School District**

The proposed regional school unit, Raymond / Windham School District, includes the following current school administrative units:

1. Raymond School Department
2. Windham School Department

## **1.B. Statement of Intent of the Raymond / Windham School District**

This Plan to reorganize the Raymond and Windham School Departments into the new Raymond / Windham School District is intended to comply with State statutory requirements to reduce school administrative costs. It is also intended to serve as a means for deeper, broader, and more creative educational opportunities for the students of Raymond and Windham. Further, it is intended to provide for equity and fairness for its member municipalities.

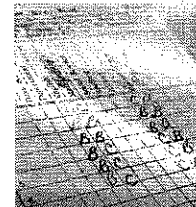
## **1.C. Mission Statement for the new Raymond / Windham School District**

The Raymond / Windham School District will provide an educational environment that promotes positive and successful learning experiences, prepares each student to be a competent, responsible citizen of the 21<sup>st</sup> Century, and enables all members of the school community to develop their unique potential.

## **1.D. Potential Educational Program Enhancements from Reorganization into the new Raymond / Windham School District**

Consistent with the goal of achieving long-term cost savings from school district reorganization, the Plan recommends that the new Raymond / Windham District School Board consider implementing educational program enhancement measures that can be achieved from the District's greater collective resources, economies of scale and larger student body. Members of the Reorganization Planning Committee, teachers, parents, community members, administrators and students have suggested the following educational program enhancement measures for consideration by the new RSU Board. In listing these suggestions, the Reorganization Planning Committee takes no position on whether they should be implemented:

1. Enhancement of quality of education, facilities, technology, food services, transportation services
2. Expand All-Day Kindergarten
3. Increased purchasing power and central warehousing, as well as contracted services
4. Centralized transportation repair and/or maintenance center
5. Shared Special Ed transportation to out-of-district
6. Unique opportunities afforded by physical spaces
7. Professional development focus and support
8. Common calendar
9. Allocate / collaborate on technological resources
10. Enhancement programs (visiting artists) can be shared



## 2. The Size, Composition and Apportionment of the Governing Body

The new Raymond / Windham School District shall be composed of 9 (nine) members: 3 (three) Raymond residents elected by the Town of Raymond; and 6 (six) Windham residents elected by the Town of Windham. Each Board member will serve a 3-year term, except that the initial terms of the members of the first RSU Board shall be staggered as provided by Title 20-A M.R.S.A. § 1472-B, as indicated below:

**Raymond:** 1 member 1-year initial term  
1 member 2-year initial term  
1 member 3-year initial term

**Windham:** 1 member 1-year initial term  
1 member 1-year initial term  
1 member 2-year initial term  
1 member 2-year initial term  
1 member 3-year initial term  
1 member 3-year initial term

The three initial members elected by the Town of Raymond shall meet and draw lots to determine which of them will have a 1, 2, or 3-year initial term. (Initial term: January 2009 to June 2010)

The six initial members elected by the Town of Windham shall meet and draw lots to determine which of them will have a 1, 2, or 3-year initial term.

## 3. The Method of Voting of the Governing Body

Each municipality in the new **Raymond / Windham** School District shall elect the number of its residents to serve on the Board as shown in the Table below to meet the one person / one vote requirement of Maine's Constitution and the statutory deviation tolerance of + / - 5%, the Board Members' votes shall be weighted as follows:

Municipality	2006 Federal Estimated Census % of Population	Total Votes (995 to 1005)	# of Board Members	# of Votes per Director	% Deviation of Voting Power
Raymond	4,601 // 21.8%	218	3	73	7.3%
Windham	16,546 // 78.2%	782	6	130	13.0%
TOTALS	21,147 / 100%	1000	9		
$100 / 9 = \frac{111.11}{1000} = 11.1\% \text{ Average PLUS } 5.0\% = 16.1\% \text{ (Maximum voting power of any one Director)}$					

The Regional School Unit Board shall review national census information to determine if recommendations need to be made to the voters as relates to the makeup of the Regional School Unit Board, number of members from each community, and voting members. \* Please see Section 14 related to amendments to the RSU Plan.

#### **4. The Composition, Powers & Duties of any Local School Committee to be Created**

No local School Committee shall be created by the new Raymond / Windham School District. The Raymond and Windham School Boards shall continue with the management and control of the public school and programs until the new Raymond / Windham School District becomes operational on July 1, 2009.

#### **5. The Disposition of Real and Personal School Property**

##### **A. Real Property & Fixtures**

All real property interests, including without limitation, land, buildings, other improvements to realty, easements, option rights, first refusal rights, and purchase rights, and all fixtures of the Raymond School Department and the Windham School Department shall be conveyed to the new Raymond / Windham School District. The RSU Board may require such deeds, assignments or other instruments of transfer as in its judgment is necessary to establish the District's right, title and interest in such real property and fixtures.

All real property and fixtures shall be transferred to the new Raymond / Windham School District. The disposition of the non-transferred property, if any, shall become the property of the municipality in which it is located, unless otherwise specified in this Plan. (Exhibit 5A)

##### **B. Personal Property**

All other tangible school personal property, including movable equipment, furnishings, textbooks, and other curriculum materials, supplies and inventories shall become property of the new Raymond / Windham RSU as successor of the Windham School Department and the Raymond School Department.

The new Raymond / Windham RSU may require such assignments, bills of sale, or other instruments of transfer as in its judgment is necessary to establish the District's right, title and interest in such personal property. (Exhibit 5B)

##### **C. Agreements to Share or to Jointly Own Property**

In cases where real or personal school property is shared or is jointly used by an SAU with a municipality or other party, the new **Raymond / Windham** School District shall be the successor in interest to the SAU.

#### **6. The Disposition of Existing School Indebtedness**

##### **A. Bonds, Notes, and Lease/Purchase Agreements that the New Raymond / Windham District WILL assume**

The **Town of Raymond** shall assume liability to pay a portion of the Windham High School local-only bond, as specified in Exhibit 6A.

Otherwise, the other bonds, notes, and lease/purchase agreements issued by an SAU before the operative day of the new Raymond / Windham RSU shall **not** be assumed by the District.

B. **Bonds, Notes, and Lease/Purchase Agreements that the new Raymond / Windham School District will NOT assume** See Exhibit 6B

C. **New Capital Project Debt that the new Raymond / Windham School District will issue & assume**

None

D. **New Capital Project Debt that the new Raymond / Windham School District will issue but will not assume**

None

E. **Defaulted Debt is Excluded from Being Assumed**

Notwithstanding anything in this Plan to the contrary, except where legally required to do so, the new **Raymond / Windham** School District will not assume any bond, note, or lease/purchase agreement as to which the SAU is in breach or has defaulted.

F. **Other Debt Not Assumed**

Except as provided in this section of the Plan, the new Raymond / Windham School District will not assume liability for any bonds, notes, or lease/purchase agreements issued by an SAU prior to the operative date of the District.

7. **The Assignment of School Personnel Contracts, School Collective Bargaining Agreements, and Other School Contractual Obligations**

A. **School Personnel Contracts**

A list of all written individual employment contracts to which each of the existing Raymond School Department and Windham School Department is a party is attached as Exhibit 7A.1. Pursuant to Section XXXX-43(5) of Title 20-A M.R.S.A., individuals on the list who are employed on the day before the operational date shall become employed by the new Raymond / Windham School District as of the operational date and their contracts shall be assumed by the District on the operational date. This provision does not prevent the existing Raymond and Windham School Departments from terminating or non-renewing the contracts of employees in accordance with applicable law before the operational date of the District. The list shall be updated and made final no later than the day before the operational date of the District.

A list of all employees of the existing Raymond and Windham School Departments who do not have written individual employment contracts is attached as Exhibit 7A.2. Pursuant to Section XXXX-43(5), individuals on the list who are employed on the day before the operational date shall become employed by the new Raymond / Windham School District as of its operational date. This provision does not prevent the existing Raymond and Windham School Departments from terminating employment of the employees

in accordance with applicable law before the District's operational date. The list shall be updated and made final no later than the day before the operation date of the District.

The duties and assignments of all employees transferred to the new Raymond / Windham School District shall be determined by the Superintendent of the District or his/her Designee.

#### **B. School Collective Bargaining Agreements**

The collective bargaining agreements listed in Exhibit 7B, to which the Raymond and Windham School Departments are a party, shall be assumed by the new Raymond / Windham School District as of its operational date. If the employee is a Windham employee as of the operational date, the employee will be under the Windham Master Contract for their position. If the employee is a Raymond employee as of the operational date, the employee will be under the Raymond Master Contract for their position. If an employee is hired after the operational date, the employee will be under the Master Contract of their position, in the location of employment, until a new Master Contract is negotiated for the new RSU. All of the employer's rights and responsibilities with respect to collective bargaining shall be fully assumed by the District as of the District's operational date.

#### **C. Other School Contractual Obligations**

A list of all contracts to which the existing SAUs are a party and that will be in effect as of the operational date is attached as Exhibit 7C.

### **8. The Disposition of Existing School Funds and Existing Financial Obligations, Including Undesignated Fund Balances, Trust Funds, Reserve Funds, and Other Funds Appropriated for School Purposes**

**A. Existing Financial Obligations:** Pursuant to Section XXXX-36(5) of Title 20-A M.R.S.A., the disposition of existing financial obligations is governed by this Plan.

Existing financial obligations shall include the following:

- (a) all accounts payable;
- (b) to the extent not included as accounts payable, any financial obligations which under generally accepted accounting principles would be considered expenses of the Raymond School Department and the Windham School Department for any year prior to the year the new Raymond / Windham School District becomes operational, whether or not such expenses were budgeted by the SAU in the year the obligations were incurred, including, for example, summer salaries and benefits; and
- (c) all other liabilities arising under generally accepted accounting principles that can be reasonably estimated and are probable.

Each SAU shall satisfy its existing financial obligations from all legally available funds. If an SAU has not satisfied all of its existing financial obligations, the SAU shall transfer sufficient funds to the new Raymond / Windham School District to satisfy its remaining existing financial obligations, and the District Board shall be authorized to satisfy those existing financial obligations on behalf of the SAU. If the SAU does not transfer to the District sufficient funds to satisfy its existing financial obligations, then

to the extent permitted by law, the District Board may satisfy those obligations from balances that the SAU transfers to the District. If the available balances transferred are insufficient to satisfy the SAU's existing financial obligations, or are not legally available for that purpose, the District Board may take any action permitted by law so that all of the municipalities of the District are treated equitably with respect to the unsatisfied existing financial obligations of an SAU. For example, to the extent permitted by law, the new Raymond / Windham School District Board may satisfy the unpaid existing financial obligations of an SAU in the same manner and with the same authority as for unassumed debt under the provisions of 20-A M.R.S.A. §1506(4).

Additionally, to the extent permitted by law, if in the judgment of the new Raymond / Windham School District Board it must raise funds from all its members to satisfy existing financial obligations of an SAU, the District Board also shall be authorized to raise additional amounts for the purpose of making equitable distributions (which may be made in the form of credits against assessed local shares of the District's approved budget) to those District members that would otherwise bear costs attributable to unsatisfied existing financial obligations of an SAU for which they had no financial responsibility. The intent of the preceding sentence is that financial responsibility for unsatisfied existing financial obligations of an SAU be borne by its members and not by the other members of the District.

**B. Remaining Balances**

The balance remaining in SAU school accounts after satisfying existing financial obligations in accordance with this Plan shall be paid to the Treasurer of the new Raymond / Windham School District, verified by audit and used to reduce that SAU's contribution as provided by Section XXXX-43(4).

Transfers of remaining balances may occur within the period specified by Section XXXX-43(4), or at any time before it has closed its accounts and ceased normal operations.

**C. Reserve Funds**

The Raymond School Department and the Windham School Department shall transfer remaining balances of reserve funds to the new Raymond / Windham School District, except as otherwise specified in this Plan. Unless otherwise provided by applicable law, a transferred reserve fund shall be used in accordance with its original purpose to benefit a school or schools of the SAU. Transferred reserve funds shall be subject to Title 20-A M.R.S.A. § 1491, except that the transfer of funds in a reserve fund or a change in purpose of the fund may only occur in such manner that the funds continue to benefit the members of the SAU that transferred that reserve fund to the District.

**D. Scholarship Funds**

The Raymond and Windham School Departments shall transfer remaining balances of scholarship funds to the new Raymond / Windham School District. Scholarships shall be limited to the original pool of potential recipients and distributed in the manner as to which they were intended, unless otherwise provided by the donor or by applicable law.

**E. Trust Funds**

The Raymond and Windham School Departments shall transfer trust funds to the new **Raymond /** Windham School District. The District Board shall be deemed the successor trustee for all purposes, except as provided by the trust or by applicable law.

## **9. A Transition Plan and Timetable for the new Raymond / Windham School District**

### **A. Transition Plan**

The initial RSU Board shall exercise the transitional powers and duties authorized by 20-A M.R.S.A. § 1461-A.

### **B. Transition Plan for Personnel Policies**

All personnel policies existing within the previous Raymond School Department and the previous Windham School Department shall continue to apply to the same employment positions by Town after they become part of the regional school unit. After the operational date, the new Raymond / Windham School Board and Superintendent will develop and adopt region-wide policies in accordance with applicable law.

## **10. Documentation of Public Meetings**

The following public meetings were held by the Reorganization Planning Committee regarding the Reorganization Plan, as is documented in Exhibit 10.

## **11. Explanation of How Units That Approve Reorganization Plan Will Proceed if One or More Units Do Not Approve the Plan**

The Plan must be approved by a majority of voters of Raymond and Windham in order to be approved. Should either of the communities of Raymond or Windham fail to produce a majority of votes for the Plan, the Regional Planning Committee would reconvene and attempt to adjust the Plan to address the concerns. Any adjustments to the Plan would need to be approved by the Commissioner of Education prior to sending it back to the voters. Should the vote fail a second time, Raymond's Planning Committee members and Windham's Planning Committee members will start the process over.

## **12. An Estimate of the Cost Savings to be Achieved by the Formation of a new Raymond / Windham School District and How These Savings will be Achieved**

- I. Administrative:** The administrative structure now in place for the Raymond School Department and the Windham School Department will allow for cost savings in the systems' administration line of the proposed Regional School Unit. Specifically, the elimination of one Superintendent and one or more leadership positions, as well as other personnel shifts, are projected to allow for savings in the system-wide (Central Office) expenses. The projected savings in future years is \$200,000, with current information.
- **Start up Costs:** The reorganization will require direct start up costs, as well as unintended additional costs due to the formation of the RSU. Start up costs include, but are not limited to, the following:
    1. Legal costs, including deed and property transfers, policies, referenda and elections, collective bargaining, personnel issues. Once contracts are normalized, future legal costs will be reduced.
    2. Finance, Audit and Taxation costs, including a combined single audit, reissue of tax exempt certificates, banking and cash management including possible revenue anticipation notes, federal and state reporting for taxes and unemployment, state retirement.



3. Accounting systems costs, including combining the charts of accounts, software, and license transfers.
4. Student information systems costs will need to be updated.
5. Transition costs, including additional administrative costs for start up activities (Board stipends, RSU Superintendent search / hiring, clerical assistance) related to organizing and starting up the new RSU.

Exhibit 12 provides the identified expected costs for the transition period for which this Plan provides for up to \$100,000 to be raised to cover these expenses.

- **Unintended additional expenses**

1. Collective bargaining normalization of contracts could increase costs.
2. The potential need for RSU-wide supervision of facilities, transportation, technology, and food service.
3. Workers Compensation experience modifications would be a combination of two separate pools with a potentially greater combined cost.

## **II. Current Identifiable Cost Savings**

- Special Education programs for Day Treatment and Functional Life Skills are currently housed within the two School Departments. The annual savings presently exceed \$285,000, through a combination of keeping students in district and reducing the need for one-on-one Educational Technician placement with individual students. Additionally, the early intervention in the Functional Life Skills program, while difficult to quantify, results in a significantly reduced future services burden to the communities and society.

## **III. Potential Future Cost Savings**

- Shared instructional positions that will allow for expanded program opportunities throughout the RSU while eliminating overlapping positions in each SAU.
- Combining service contracts for HVAC, security, and many building services currently secured by each District. It should be noted that equipment in each school location might not be compatible for combining service contracts initially.
- Aggregating KWH purchase for the RSU through Maine Power Options or other aggregators. This is always subject to market timing and conditions.
- Common commodity purchases such as copy paper and cleaning supplies, due to increased volume, could reduce costs to individual districts.
- Energy Audits of older facilities and with grants provided by Efficiency Maine. The savings from guaranteed future energy consumption in combination with grants from Efficiency Maine usually result in a 5-year, or less, payback and also are socially responsible in the area of “Green Options.”
- Implementation of an RSU-wide safety program to reduce workers compensation costs and rates.
- Combine technology hardware and software bidding and services within the RSU. Potential reduction of site and user licensing expenses due to expanded user numbers under a single contract.

**13. Such Other Matters as the Governing Bodies of the School Administrative Units in Existence on the Effective Date of this Chapter May Determine to be Necessary.**

**A. Plans to Reorganize Administration, Transportation, Building & Maintenance, and Special Education**

This paragraph is provided in order to follow the template recommended for use in developing our Plan. It is only appropriate for those Plans where the effective date of the new RSU is July 1, 2008. As our intention is to form an RSU that will become effective on July 1, 2009, this paragraph does not apply.

**B. Cost Sharing in the Regional School Unit**

The cost sharing formula for the proposed Windham/Raymond school consolidation for the next 2 years (2009-2010 and 2010-2011) will be calculated based on the prior three-year average of the additional local-only funding. Raymond will contribute to the local-only debt for the Windham High School based on the prior 2-year average enrollment of students enrolled in Windham High School from Raymond.

**Altering the Cost Sharing Agreement**

The RSU Board of Directors will have the authority to review and analyze the cost sharing formula within the first 2 years and in any subsequent year following incorporation of the RSU. If the Board in its sole discretion decides that the cost sharing formula should be revised, effective for operational year three or thereafter, to provide greater balance in the cost sharing agreement, the Board shall utilize the following procedure to make any changes it deems advisable.

1. The Board shall conduct a review and study of the cost sharing formula as it has been used during the prior years and the implications of its continued use for subsequent years. In doing so, the Board shall consider variations in local costs that have occurred as a result of implementation of the cost sharing plan.
2. The Board may choose to conduct the review as a full Board, or to assign it to an appropriate Board sub-committee. By majority vote, the Board may determine to employ a qualified consultant or consultants to conduct the review and bring any recommended changes to the Board for consideration.
3. If cost sharing changes are recommended by the Board, the Board will present those changes for discussion and review in a public hearing held for the residents of the RSU.
4. Following the public hearing, the Board shall complete a final review and consideration of the recommended changes as part of a regularly announced Board meeting. The Board may amend the proposed changes to the cost sharing formula presented at the public hearing.
5. If the Board decides to proceed with changes to the cost sharing formula, the changes shall be presented to the public for ratification through a District-wide referendum or a District-wide meeting. The Board may also choose to include such changes as part of the regularly scheduled District Budget meeting or at the following District Budget validation referendum.
6. The meeting (or referendum) will be preceded by a public hearing on the proposed changes at which a complete impact analysis of the changes will be explained to the public, both in writing prior to the hearing and verbally at the hearing. The writing shall be deemed sufficient if made available on the RSU website prior to the hearing and made available at the hearing. An objection to the availability, sufficiency or accuracy of the impact analysis or explanation shall not be a

sufficient basis to enjoin or invalidate the public hearing or the subsequent District-wide meeting (or referendum) if called by the Board, or to overturn the action of the voters at that meeting (or referendum).

7. The voting process and public hearings will otherwise be conducted in compliance with applicable State law and RSU Board policy.
8. The RSU Board shall review the cost sharing plan in the above manner at least every 5 years, for the purpose noted in statement #1 above. Any change in the cost sharing formula shall become effective for the first budget year commencing at least 90 days after the action of the voters, and shall remain in effect for a minimum of three (3) years.
9. Notwithstanding the previous subsection, should the Board decide not to consider any changes in the formula in the years designated for review, a petition signed by a number of voters that is at least 10% of the number of voters from the RSU who voted in the last gubernatorial election shall cause the Board to conduct the review and to report the decisions that come from that review at a regularly scheduled meeting of the Board.
10. In the event State law is enacted permitting RSUs to amend their cost sharing formula, nothing contained in this Plan shall prevent the RSU from amending its cost sharing formula in accordance with that law.

### **C. Election of Initial Board of Directors**

The initial RSU Board shall be elected in accordance with 20-A M.R.S.A. § 1472-A.

### **D. Tuition Contracts and School Choice**

#### **1. Tuition Contracts**

The tuition contracts in existence as of the date of this Plan are listed in Exhibit 13D.1. Each of the listed tuition contracts will be assumed by the new Raymond / Windham School District unless terminated prior to the District's operational date.

#### **2. School Choice**

Raymond allows choice for high school students as they do not have a high school. (Exhibit 13D.2)

### **E. Claims & Insurance**

The parties are aware of the lawsuits, administrative complaints, due process proceedings, notices of claim and other claims existing as of December 31, 2008, and each community will be responsible for their own claims that have arisen prior to the operational date. (Exhibit 13 E.)

### **F. Vote to Submit Reorganization Plan to the Commission of Education**

The Raymond and Windham School Boards have each approved by majority vote the submission of this school Reorganization Plan prepared by the Raymond and Windham Reorganization Planning Committee pursuant to Section XXXX – 36(5)(M) of Title 20-A M.R.S.A., to reorganize into a Regional School Unit with an operational date of July 1, 2009, and have authorized and directed their Superintendents of

Schools to submit the School Reorganization Plan to the Commissioner of Education as documented in Exhibit 13 F.

#### **14. Amendments to the RSU Plan**

Upon adoption of the Plan by a majority of the voters of the member school administrative units of the RSU, any amendment to the Plan shall require approval by the majority of the voters in the RSU, except that any amendment to Sections 13B of the Plan shall require approval by at least two-thirds (2/3rds) of the RSU Board of Directors before sending it to the voters. Although amendments to the Plan may be submitted for a vote at any time, the RSU Board shall conduct a comprehensive review of the Plan in the 2<sup>nd</sup> year (2010) of the RSU's operation; and, every two years after the national census year (2010, **2012**, etc.), to determine if any amendments are appropriate.

#### **15. Collaborative Agreements**

A review of the administrative functions and non-instructional personnel of the combined school systems is underway and it is our intent to assure that the job duties of these individuals are targeted to direct student services wherever appropriate. Additionally, the combined School Departments have, and will continue to, partner with the members of the Sebago Educational Alliance (SEA), comprised of the school administrative units (SAUs) of Windham, Westbrook, Gorham, Raymond, M.S.A.D. #6 (Bonny Eagle), and Scarborough to explore efficiencies in the delivery of educational services. A concrete example of this is the recently developed SEA Day Treatment Program that will be housed in the Little Falls School in Gorham. This new regional program will meet the needs of middle school-age students with emotional disabilities for the six participating SAUs and beyond. This collaboration will have a positive impact on students and should provide economies in the combined School Departments operating budget.

We have and will continue to seek economies in our transportation services. Specifically, we have consolidated bus stops and will look to reduce human resource expenses in our mechanical staff expenditure line. We will explore shared leadership opportunities with the Sebago Educational Alliance SAUs.

We will develop a multi-year capital improvement plan that includes a concrete plan for seeking efficiencies in our use of energy (electricity, fuel oil, etc.). As an example, Windham has contracted to convert single-source burners to the dual fuels of oil and natural gas in order that we can access the cheapest fuel available in any given year. Additionally, Windham has installed new energy efficient burners on our heating units that will have a positive impact on our return on investment as a result of the fact that we will be using less fuel. We will partner with the state-wide energy cooperative, Maine Power Options (MPO) to purchase electricity. MPO works with 640 local governmental entities and non-profit organizations to negotiate the lowest price possible. We will also be addressing building "envelope" issues that should tighten up our facilities in a manner that will make them more energy efficient (windows, doors, roofs, etc.). We will look to establish the creation of a capital reserve fund as allowed under 20 MRSA Title 20-A Section 4001 (5) that will allow for excess, unanticipated revenues or unanticipated surpluses, to be applied to the capital plant improvements, thereby eliminating some of the need to fund these improvements in the regular operating budget. This action will allow us to target funds to instructional accounts that would normally have been budgeted in non-instructional accounts for facilities and maintenance.

The above examples are but a sampling of activities taking place in our combined School Departments to assure that our scarce fiscal resources are targeted to our instructional programming.

A list of Real Property interest and associated fixtures that shall NOT be transferred to the new RSU District.

**RAYMOND**

**NONE**

**WINDHAM**

**NONE**

A list of Personal Property that shall NOT be transferred to the new RSU District.

**RAYMOND**

ALL will be transferred to the new RSU District.

**WINDHAM**

ALL will be transferred to the new RSU District.

**EXHIBIT 6A**

A list of bonds, notes, and lease/purchase agreements for which the RSU District WILL assume liability.

**RAYMOND**

NONE, except that the Town of Raymond has agreed to help pay for a portion of the local-only debt for Windham High School.

The cost sharing formula is based on high school enrollments as reported in April of the two previous years to the Department of Education. The formula is illustrated for the 2009 – 2010 assessment below.

Windham High School  
Debt Service – Local Only

School	Enrollment		2 Year		09 – 10 Assessment
	April 06	April 07	Avg	%	
Windham	797	852	824.5	86.43%	524,673.31
Raymond	116	143	129.5	13.57%	82,376.69
TOTAL	913	995	954	100%	607,050.00

Windham High School Local Share Only		
2009 – 2010	Principal	380,000.00
2009 – 2010	Interest	<u>227,050.00</u>
		607,050.00

**WINDHAM**

NONE

**EXHIBIT 6B**

Bonds, Notes, Lease / Purchase Agreements that the new Raymond / Windham School District will NOT assume:

**RAYMOND**

None of the Bonds, Notes, Lease / Purchase Agreements will be assumed by the new RSU.

**WINDHAM**

None of the Bonds, Notes, Lease / Purchase Agreements will be assumed by the new RSU.



**List of individual employment contracts – Windham School Department**

<b><u>Position</u></b>	<b><u>Incumbent</u></b>	<b><u>Contract Expiration</u></b>
Superintendent	Sanford J. Prince IV	June 30, 2011
Assistant Superintendent	Donn S. Davis	June 30, 2011
Director of Curriculum, Instruction & Assessment	Christopher Howell	June 30, 2011
Director of Student Services	Linda Powell	June 30, 2011

Administrators: covered by the **Windham Administrators Association** contract. In addition, each administrator has an individual contract that outlines more specifics (pay, retirement, etc.)

<b><u>Position</u></b>	<b><u>Incumbent</u></b>	<b><u>Contract Expiration</u></b>
High School Principal	Deborah McAfee	June 30, 2010
High School Assistant Principal	Kelli Deveau	June 30, 2010
High School Assistant Principal	Mark Tinkham	June 30, 2010
Middle School Principal	Hal Shortsleeve	June 30, 2010
Middle School Assistant Principal	Charles Haddock	June 30, 2010
Manchester School Principal	Cynthia Curtis	June 30, 2010
Primary School Principal	Dr. Kyle Rhoads	June 30, 2009
Primary School Assistant Principal	Kris Grant	June 30, 2010
REAL School Director	A. Pender Makin	June 30, 2010
Adult Education Director	Thomas Nash	June 30, 2010

**Contracted Employees**

<b><u>Position</u></b>	<b><u>Incumbent</u></b>	<b><u>Contract Expiration</u></b>
REAL Project Coordinator	Sara Anderson	8/31/09
Occupational Therapist Asst	Elizabeth Brousseau	8/31/09
Grounds Coordinator	Michael Didonato	6/30/09
Supervisor School Lunch	Sharon Dixon	6/30/09
Asst Director Student Services	Steve Floyd	8/31/09
Asst Director Transportation	Margo Fournier	6/30/09
Network Administrator	Aaron Hamlen	6/30/09
Data Management Specialist	Robert Hickey	6/30/09
Director of Transportation	Michael Kelly	6/30/09
Director of Facilities & Property Services	Brian Kenney	6/30/09
Workforce Education Coordinator	Steve McFarland	6/30/09
Athletic Director	Steve Merrill	6/30/10

**List of individual employment contracts – Windham School Department****Contracted Employees**

<b><u>Position</u></b>	<b><u>Incumbent</u></b>	<b><u>Contract Expiration</u></b>
Technology Specialist for Student Support	Peter Mullen	6/30/09
Family Literacy Coordinator	Cathy Paglio	6/30/09
Technology Specialist	Michael Pelletier	6/30/09
School Health Coordinator	Jean Plourde	8/31/09
Adult Basic Education Coordinator	Lisa Robertson	6/30/09
Cooperative Education Coordinator	Michael Timmons	8/31/09
Auditorium Coordinator	Jess Waterhouse	6/30/09

**Sebago Educational Alliance (SEA) Staff**

SEA Educational Technician	Denise Doherty	6/30/09
SEA Educational Technician	Marissa Dubay	6/30/09
SEA Special Education Teacher	Martha Felton	8/31/09
SEA Educational Technician	Cynthia Froehlich	6/30/09
SEA Educational Technician	Lynda Horne	6/30/09
SEA Educational Technician	Micaela Kimball	6/30/09
SEA Licensed Clinical Social Worker	Tracy Libby	8/31/09
SEA Special Education Teacher	Nicole Poole	8/31/09
SEA Educational Technician	John Rothrock	6/30/09
SEA Licensed Clinical Social Worker	Emily Ryan	8/31/09
SEA Day Treatment Program Director	Jennifer Searway	6/30/09
SEA Educational Technician	Stacey Whipple	6/30/09

**List of individual employment contracts – Raymond School Department**

<b><u>Position</u></b>	<b><u>Incumbent</u></b>	<b><u>Contract Expiration</u></b>
Superintendent	Sandra Caldwell	June 30, 2009

Raymond School Administrators are covered by the Negotiated Agreement with the Raymond School Board

<b><u>Position</u></b>	<b><u>Incumbent</u></b>	<b><u>Contract Expiration</u></b>
Jordan Small Middle School Principal	Randy Crockett	June 30, 2010
Raymond Elementary School Principal	Norma Richard	June 30, 2010
Director of Special Services	Patricia Menzel	June 30, 2010

**Individual Employment Contracts**

Technology Director	Dennis Dorey	June 30, 2010
Business Manager	Dorothy Mowatt	June 30, 2009
Director of Transportation	Paul Godwin	June 30, 2009
Facilities and Maintenance Director	Rick Dwinnell	June 30, 2009
Food Services Director	Kim Williams	June 30, 2009
Payroll Specialist	Margaret Lent	June 30, 2009
Accounts Payable	Kellie Sampson	June 30, 2009
Administrative Assistant	Chrystal Pitarys	June 30, 2009

## EXHIBIT 7A.2

A list of all employees who do not have written individual employment contracts and are not covered by a collective bargaining agreement:

### Raymond

There are no employees in Raymond without written individual employment contracts.

### Windham

#### Non-Contracted Employees

Executive Assistant to Superintendent	Joyce Logan
Accounts Payable Clerk	Wendy Loring
Administrative Assistant for Student Services	Laura Page
Accountant	Kathy Robichaud
Receptionist/Admin Assistant for Director CIA & Director of Facilities	Toni Sawyer
Personnel Specialist	Barbara Tabor
Payroll Specialist	Stacey Webster
Clerk	Joe Poland

A list of all school collective bargaining agreements.

**EXHIBIT 7B**

**Raymond**

Raymond Educator's Association  
Raymond Support Staff Association

**Positions Included**

Certified Professional Employees  
Bus Drivers  
Custodians  
Cafeteria Workers  
Head Cook  
Education Technicians I, II, III  
Health Aide  
School Secretaries

**Next Termination Date**

August 31, 2011  
June 30, 2009

**Windham**

Windham Educators Association  
Windham Educators Association  
Educational Support Professionals

**Certified Professional Employees**

Noon Aides  
Food Service Employees  
Custodians / Head Custodians  
Maintenance / Grounds  
Educational Technicians I, II, III  
Library Technicians  
Bus Aides  
Support Technicians  
School Secretaries  
Bus / Van Drivers  
Mechanics

August 26, 2010  
June 30, 2011

Windham Administrators Association

Principals  
Assistant Principals  
Director, Adult Education  
Director, REAL School

June 30, 2011

A list of contracts to which the SAUs are a party.

**Raymond**

**Contracts**

**Termination Date**

43 Teacher Continuing Contracts\*

August 31, 2009

6 Teacher Probationary Contracts

August 31, 2009

\*41 Annual Salary Agreements and two Continuing Contracts

**Windham**

**Contracts**

**Termination Date**

209 Teacher Continuing Contracts\*

August 31, 2009

42 Teacher Probationary Contracts

August 31, 2009

\*28 Continuing Contracts and 181 Annual Salary Agreements

**Documentation of Public Meetings & Hearings**

Windham

Public Forum

January 22, 2008

Windham High School Cafeteria

Public Forum

September 10, 2008

Windham High School Auditorium

Raymond

Public Forum

September 4, 2008

Jordan Small Middle School Cafeteria

Also see Attached Agendas & Minutes of the RPC meetings

## START-UP COSTS

	<u>FY 09</u>	<u>FY 10</u>
<u>LEGAL COSTS</u>		
Deeds / Property Transfers	\$15,000	\$60,000
Policies		
Personnel Matters		
Incorporation Cost		
Collective Bargaining Cost		
Elections (State)		
 <u>INDEPENDENT &amp; COLLABORATIVE AUDIT SERVICE</u>	 \$25,000	 \$50,000
Revenues Services / IRS & State		
TAX Exempt Certificates		
Banking		
Finalized Audits		
 <u>SYSTEM OFFICE ESTABLISHED</u>	 0	 \$75,000
Network		
Software License / Training		36,000
Hardware		25,000
Moving Company Cost		9,000
		5,000
 <u>INTERIM PERSONNEL COST</u>	 \$60,000	 0
Staff		
School Board		
 TOTAL	 \$100,000	 \$185,000

as of 09/04/08



**TUITION CONTRACTS**

The Raymond School Department has tuition contracts for their high school students with the following school districts:

Windham School Department

Windham High School

**SCHOOL CHOICE**

The Town of Raymond will have a Referendum vote on school choice on November 4, 2008, per the Raymond Select Board.

**CLAIMS & INSURANCE**

**This information is** available if requested by the Department of Education.

**VOTE TO SUBMIT REORGANIZATION PLAN  
TO THE COMMISSIONER OF EDUCATION**

See Minutes attached

**WINDHAM SCHOOL BOARD**  
**MINUTES OF SEPTEMBER 17, 2008**  
**REGULAR MEETING**

Members of the Windham School Board met on September 17, 2008 in Town Council Chambers for a Regular Meeting. The meeting was called to order at 7:20 p.m. Present were Chairman Jeff Pierce, Toby Pennels, Kate Brix, Mike Duffy, Donna Cobb, Marge Govoni, and Superintendent Sandy Prince. Absent: Mary Wassick

**Educational Update**

Windham Primary School Principal, Dr. Kyle Rhoads, talked to the Board about the Primary School's initiatives, goals for the year, and the school's programs.

**Report of Secretary**

On a motion by Mike Duffy, Seconded by Kate Brix, the School Committee voted 6-0 to approve the minutes of the August 20, 2008 Regular Meeting.

On a motion by Kate Brix, Seconded by Donna Cobb, the School Committee voted 6-0 to approve the minutes of the August 27, 2008 Special Meeting.

**Appointments**

On a motion by Mike Duffy, Seconded by Kate Brix, the School Committee voted 6-0 to approve the appointment of Kim Washburn, for one year, as a Special Education Teacher at Windham Middle School for the 2008 – 2009 school year, at a salary of \$44,414 (Masters +30, Step 6).

On a motion by Toby Pennels, Seconded by Donna Cobb, the School Committee voted 6-0 to approve the appointment of Linda Berry as a 2/5ths Gifted & Talented Teacher at Windham Primary School for the 2008 – 2009 school year, at a pro-rated salary of \$13,027 (Bachelors, Step 2).

On a motion by Kate Brix, Seconded by Marge Govoni, the School Committee voted 6-0 to approve the appointment of Ryan Shible as a Special Education Teacher for the Sebago Alliance for the 2008 – 2009 school year, at a salary of \$37,358 (Bachelors, Step 3).

**School Committee Standing Rules**

On a motion by Kate Brix, Seconded by Marge Govoni, the School Committee voted 6-0 to approve the School Committee Standing Rules for 2008 – 2009.

**Maine School Boards Association Annual Delegate**

On a motion by Toby Pennels, Seconded by Kate Brix, the School Committee voted 6-0 to appoint Michael Duffy as the Windham School Board Delegate to the Delegate Assembly of the Maine School Boards Association.

On a motion by Mike Duffy, Seconded by Donna Cobb, the School Committee voted 6-0 to appoint Kate Brix as the Windham School Board Alternate Delegate to the Delegate Assembly of the Maine School Boards Association.

### **Job Description**

On a motion by Mike Duffy, Seconded by Marge Govoni, the School Committee voted 6-0 to approve the job description for Assistant Principal Instructional Leader at Manchester School.

### **Raymond / Windham Regionalization Plan**

On a motion by Mike Duffy, Seconded by Kate Brix, the School Committee voted 6-0 to approve that the Raymond / Windham Reorganization Plan be submitted to the Maine Department of Education.

### **Executive Session – Re-Entry Hearing**

On a motion by Mike Duffy, Seconded by Kate Brix, the School Committee voted 6-0 to approve going into Executive Session to consider the possible readmission of a student pursuant to [1 M.R.S.A. § 405(6) (B)]. 8:08 p.m.

On a motion by Kate Brix, Seconded by Marge Govoni, the School Committee voted 6-0 that the student under consideration be re-admitted to school and that the Superintendent provide the parents with a written summary of the Board's findings. 8:37 p.m.

### **Adjournment**

On a motion by Kate Brix, Seconded by Donna Cobb, the School Committee voted 6-0 to approve that the meeting be adjourned. 9:09 p.m.

# Windham/Raymond School Reorganization

## Public Forum

Thursday, September 10, 2008 @ 6:30 pm

### Windham High School Auditorium

Attendees: Joe Bruno, Teresa Sadak, Sandy Prince, Mike Duffy, Sandy Caldwell, Roger Ginn, Tom Bartell, Donn Davis, Martha Page, Marge Govoni, Jeff Vermette, Jeff Pierce, Mary Wassick, Toby Pennels, Mary Jane McCallum, Jeri Keane, Kate Brix.

Others in attendance: Approximately 30 citizens in attendance.

Forum taped for cable broadcast by both Raymond Cable and Channel 7.

Welcome by Jeff Pierce.

Introduction of RPC committee members

### Agenda Items

- ❧ Power Point Presentation
- ❧ Comments/Additions from RPC members
- ❧ Questions for public to RPC members

### PowerPoint Presentation

1. Mission of the RSU
2. Potential Benefits of Consolidation
3. New School Board
4. Real Property/Personal Property
5. Bonds/Notes/Lease Purchase Agreements
6. Collective Bargaining Agreements
7. Existing School Funds/Remaining Balances/Reserve Funds/Scholarship Funds/Trust Funds
8. Transition Plan to Budget Development
9. Transition Plan for Personnel Policies
10. How do we proceed if one District does not approve the Plan?
11. Estimated cost savings
12. Cost Sharing
13. Election of Board Members
14. School Choice
15. Claims and Insurance
16. Vote to Submit Reorganization Plan to Commissioner Gendron
17. Amendments to the Consolidation Plan
18. Collaborative Agreements
19. Input from Committee members

### Questions from the Public

1. Outline timeline for elections. Why was the January date picked for elections?
2. Has the Committee sent any part of the Consolidation Plan to the Commissioner and have we received feedback, or will we have to wait until complete?
3. How and when can people view the proposed Plan?
4. Explain the concurrent School Committee obligations.
5. Why was the school consolidation process started?
6. What is the overall objective of school consolidation?
7. What is the proposed level of consolidation? All grades, high school only, elementary?
8. Why did we originally consider consolidation with Westbrook?
9. How are my kids going to be affected by the consolidation?
10. Explain the high school design and does the high school have the capacity for the extra students?
11. Does Raymond have a PTO? How does consolidation affect the PTO organizations and the merger?
12. Explain the law stating cost savings and administration improvements.
13. In favor of consolidation. Thinks that the Town Council interaction with the School budget process is ridiculous.
14. What are the current conditions of the facilities in Raymond? Are there any hidden problems that we should be aware of?
15. What is the new budget approval process?
16. What is the process if one community wants to leave the consolidated district?
17. What will the process be for school calendar and handling of snow days?
18. Teacher likes that the Superintendent and administration is approachable at the current time. Would not like to see this change with the larger district.
19. What will the curriculum be for the new district? What is the new process for teaching each grade?

No other questions.

Sandy Prince thanked all for attending and for the questions.

Sandy indicated that there was a form at the exit to the auditorium highlighting the presentation. Any questions, please call him at the Superintendent's office or any School Committee member or RPC member.

Windham/Raymond Reorganization Plan Summary available to citizens after presentation. Five page summary includes information on:

Mission of the new RSU  
Potential Benefits of Consolidation  
The new School Board  
Real Property/Personal Property  
Bonds/Notes/Lease Purchase Agreements  
Collective Bargaining Agreements  
Existing School Funds/Remaining Balances/Reserve Funds/Scholarship Funds/Trust Funds  
Transition Plan to Budget Development  
Transition Plan for Personnel Policies



How do we proceed if one District does not approve the Plan?  
Estimated Cost Savings  
Cost Sharing  
Election of Board Members  
School Choice  
Claims and Insurance  
Vote to Submit Reorganization Plan to Commissioner Gendron  
Amendments to the Consolidation Plan  
Collaborative Agreements  
Regional Planning Committee members

Public Forum ended 7:46 pm

Respectfully submitted,

Mike Duffy

# Windham/Raymond School Reorganization

## Public Forum

Thursday, September 4, 2008 @ 6:30 p.m.

Jordan Small Middle School Gymnasium, Raymond, Me

Attendees: Joe Bruno, Teresa Sadak, Sandy Prince, Mike Duffy, Sandy Caldwell, Roger Ginn, Tom Bartell, Donn Davis, Martha Page, John Robinson, Marge Giovanni.

Others in attendance: Maine Commissioner of Education, Susan Gendron; Raymond citizens and school staff. Approximately 75 citizens in attendance.

Forum taped for cable broadcast.

Welcome by Sandra Caldwell.

Introduction of RPC committee members

### Agenda Items

- ☞ Power Point Presentation
- ☞ Comments/Additions from RPC members
- ☞ Questions for public to RPC members

### PowerPoint Presentation

1. Mission of the RSU
2. Potential Benefits of Consolidation
3. New School Board
4. Real Property/Personal Property
5. Bonds/Notes/Lease Purchase Agreements
6. Collective Bargaining Agreements
7. Existing School Funds/Remaining Balances/Reserve Funds/Scholarship Funds/Trust Funds
8. Transition Plan to Budget Development
9. Transition Plan for Personnel Policies
10. How do we proceed if one district does not approve the Plan?
11. Estimated cost savings
12. Cost Sharing
13. Election of Board Members
14. School Choice
15. Claims and Insurance
16. Vote to Submit Reorganization Plan to Commissioner Gendron.

17. Amendments to the Consolidation Plan
18. Collaborative Agreements
19. Input from Committee members

### **Questions from the Public**

1. What are the downsides to the consolidation?
2. What is the process if one town wants out of the consolidation after initial approval?
3. Windham does not have to consolidate and Raymond does, explain process. Is there a process if Raymond voters vote against the consolidation? What is the process and the consequences?
4. Citizen addressed the perceived lack of control over the K-8 education as they now have being only one community. Questioned the 19% of the population but higher amount of financial contribution to the district. Asked questions regarding the over EPS amounts. Suggested that it would be helpful for Raymond to have access to all of the numbers for consolidation, including the population figures used and percentages of finance and pupils. Asked for the analysis of the cost of School Choice and asked the community to support school choice.
5. Asked clarification questions of cost allocations and financial oversight.
6. What will happen with consolidation in regards to bus transportation, food services, and other support operations?
7. Questions to clarify the school choice options.
8. Questions on the number of Board members vs. the amount of dollars contributed to the budget.
9. What happens educationally? What happen to class sizes? What happens to Raymond Community priorities and Windham Community priorities?
10. Clarification questions on overspending EPS and Raymond School Choice.
11. Clarification questions on number of school days and handling of snow days.
12. Impressed with Windham Schools. Does not want the future contract for teachers to be based similar to Portland's plan.
13. How will the sports at the Middle School level be handled. Windham Class A Raymond not Class A.
14. Question to Superintendents regarding contracts and statutory authority of the Superintendents when we will have one Raymond, one Windham and one RSU Superintendent.
15. Clarification question on valuation of property and the blending of two communities.
16. Can we annul the marriage?
17. Consolidation Yes—School Voucher No
18. Sports—the opportunity to meet and compete at all levels.
19. Clarification question on the effect on the budget if Choice option fails in the November vote.

Windham/Raymond Reorganization Plan Summary available to citizens after presentation. Five-page summary includes information on:

Mission of the new RSU.  
Potential Benefits of Consolidation  
The new School Board  
Real Property/Personal Property  
Bonds/Notes/Lease Purchase Agreements  
Collective Bargaining Agreements  
Existing School Funds/Remaining Balances/Reserve Funds/Scholarship Funds/Trust Funds  
Transition Plan to Budget Development  
Transition Plan for Personnel Policies  
How do we proceed if one district does not approve the Plan?  
Estimated cost savings.  
Cost Sharing  
Election of Board members  
School Choice  
Claims and Insurance  
Vote to Submit Reorganization Plan to Commissioner Gendron.  
Amendments to the Consolidation Plan  
Collaborative Agreements  
Regional Planning Committee members

Public Forum ended 8:45 pm.

Respectfully submitted,

Mike Duffy

Windham/Raymond School Reorganization Planning Meeting

Monday, July 9, 2007 @ 5:00 pm

Windham High School

Library Conference Room

Attendees: Sandy Prince, Sandy Caldwell, Kate Brix, John MacKinnon, Donn Davis, Tony Plante, John Robinson, Joe Bruno, Mike Duffy, Teresa Sadak, Tom Bartell, Jeff Vermette.

Committee members not in attendance: Roger Ginn, Kaile Warren

Committee member's email address and telephone numbers:

Roger Ginn [rginn1@maine.rr.com](mailto:rginn1@maine.rr.com) 655-3614  
Kate Brix [Katebrix@adelphia.net](mailto:Katebrix@adelphia.net) 892-4629  
John MacKinnon [watershed3@earthlink.net](mailto:watershed3@earthlink.net) 232-4782  
Donn Davis [ddavis@windham.k12.me.us](mailto:ddavis@windham.k12.me.us) 892-1800  
Sandy Prince [sprince@windham.k12.me.us](mailto:sprince@windham.k12.me.us) 892-1800  
Tony Plante [atplante@town.windham.me.us](mailto:atplante@town.windham.me.us) 892-1907  
Joe Bruno [jbruno@communityrx.com](mailto:jbruno@communityrx.com) 627-4979  
Mike Duffy [mduffy@windham.k12.me.us](mailto:mduffy@windham.k12.me.us) 892-2106  
Teresa Sadak [tsadak1@maine.rr.com](mailto:tsadak1@maine.rr.com) 655-5411  
Sandra Caldwell [Sandra.caldwell@raymondmaine.org](mailto:Sandra.caldwell@raymondmaine.org) 693-4533  
Tom Bartell [tbartell@propeople.org](mailto:tbartell@propeople.org) 892-2760  
Jeff Vermette [jvermette@windham.k12.me.us](mailto:jvermette@windham.k12.me.us) 892-3515

Reorganization Planning Committee referred to as (RPC).

Welcome and thanks to all who volunteered for this important project by Windham Superintendent Sandy Prince and Raymond Superintendent Sandra Caldwell.

Motion by Teresa Sadak and seconded by Jeff Vermette to elect Sandy Prince and Sandra Caldwell as co-chairs of the Reorganization Planning Committee (RPC). Motion approved 10-0. (Tom Bartell not in attendance at the time of vote)

Motion by Teresa Sadak and seconded by Jeff Vermette to elect Mike Duffy as Secretary of the Reorganization Planning Committee (RPC). Motion approved 10-0 (Tom Bartell not in attendance at the time of the vote)

Sandy Prince and Sandy Caldwell distributed blue notebooks for committee member's use and reference. The tabbed notebook included: agenda, minutes, timeline, facilitator option, guidelines, notice of intent, organization plan, alternative plan, Commissioner's Power Point presentation, Summary of the law, ED281 financial information for

Raymond, ED281 financial information for Windham, data information for Raymond, data information for Windham, Sebago Alliance Audit for Raymond, Sebago Alliance Audit for Windham and Planning Committee Member info.

Comment was made by Donn Davis that he was not a resident of either Windham or Raymond and asked if it was appropriate for him to be a member of the committee. After discussion there was consensus among the members that Donn and other non-residents were an essential component to the committee and a welcomed member.

Discussion was held on the filling of unanticipated vacancies of members of the committee. It was consensus approval that the filling of the unanticipated vacancies in the membership of the RPC would be held in the same manner as the initial appointments were made. That process was to have the School Committee Chair approve the appointment of the members from the School Committee and public and to have the Town Council/Selectmen Chair appoint the members from the town and the town government sector. It was suggested that the number of members on the RPC remain in the 12-15 member limit.

Recommendation from Sandy Prince and Sandy Caldwell to assign the initial ground rules for the RPC to be developed by the two Superintendents for review, discussion, and approval at the Committee's next meeting. Consensus approval for direction.

Sandy and Sandra discussed the role of the Facilitator. A Facilitator will be provided to the Committee at no charge to either community. The expense for the Facilitator will be picked up by the State. Sandy indicated that he and Sandra requested a listing of the available Facilitators to recommend a proper match with the two school districts. Sandy indicated that some of the individuals listed were not known by either Sandy or Sandra and they requested background information for each. One of the proposed facilitators listed was Mary Jane McCalmon. She is knowledgeable and well known by both school districts and she has performed work for both districts successfully in the past.

Motion by Theresa Sadak and seconded by John MacKinnon to have Sandy and Sandra fill out and submit the Facilitator's Request form to the State. Sandy and Sandra will request that we are assigned Mary Jane McCalmon as our first choice of facilitators. Motion approved 11-0.

Discussion was held on the need for a forum for input from residents of both Raymond and Windham. This would allow the residents to raise questions and concerns and to get answers to their questions regarding school reorganization. The committee felt that we did not have the necessary information to give the general public in order to address their questions. The committee felt that it was too early in the planning process to set a date for the public forum. It was decided by consensus that forums would be helpful; however, a date was not determined. This was due to the lack of current information regarding structure, costs, savings, tax rates or what a proposed reorganization would look like. It was decided to discuss the forum at the next scheduled committee meeting scheduled for Thursday, July 26, 2007.

Sandy Prince mentioned that there was a Drummond and Woodsum seminar scheduled for Wednesday, July 25, 2007. The full-day seminar is scheduled in Augusta and will assist in answering questions in the reorganization law and process. Sandy mentioned that we had 10 spots reserved for the seminar. Members and staff planning to attend as of the meeting date: John MacKinnon, Sandy Prince, Sandra Caldwell, Donn Davis, Chris Howell, Mike Duffy, and Kate Brix. Committee members who want to attend should contact Sandy Prince as soon as possible and a spot will be reserved for you.

Questions and concerns were made regarding the reorganization process. Some unanswered questions are the financial costs and benefits of the reorganization for both communities, fit for student achievement, issue of school choice for Raymond high school students, facilities capacity plans, future referendum dates, assessment of tax rates.

The possible change to the Windham Charter was discussed and Tony indicated that the Windham Charter would not be an issue and it would not have to be opened for change as State law superseded the local charter. Raymond does not have charter concerns.

At a future meeting, we need to have a discussion on the Referendum and the timing of the Referendum. Dept. of Education would pay for the cost of a Referendum prior to January of 2008 and the local community would pay of the cost of the Referendum if it was to be held in June. Brief discussion indicated that we would not expect much additional cost if the Referendum was held in June.

#### Next Steps:

Sandy and Sandra to develop RPC ground rules.

Sandy and Sandra to request Facilitator who is in the best match with both districts.

Legal Seminar sponsored by Drummond and Woodsum in Augusta, Wednesday, July 25, 2007.

Next RPC meeting scheduled for Thursday, July 26, 2007 at 5:00 pm at the Windham High School Library Conference Room.

Mike Duffy, Secretary

# Windham/Raymond School Reorganization Planning Meeting

Monday, July 26, 2007 @ 5:00 p.m.

Windham High School / Library Conference Room

Attendees: Sandy Prince, Sandy Caldwell, Kate Brix, Donn Davis, Tony Plante, John Robinson, Joe Bruno, Mike Duffy, Teresa Sadak, Tom Bartell, Roger Ginn

Committee members not in attendance: Kayle Warren, John MacKinnon, Jeff Vermette

Others in attendance: Dot Mowett, Business Manager for Raymond Schools

Sandy Prince and Sandra Caldwell distributed:

- a. Listing of Windham/Raymond School Reorganization Planning Committee member's names, addresses, and telephone numbers.
- b. Draft guidelines for the Ground Rules for the Windham/Raymond School Reorganization Planning meetings.
- c. General Assessment State Financial Template for State Funding, 6 pages

Welcome by Sandy Prince and Sandra Caldwell.

Windham/Raymond School Reorganization Planning Committee member introduced themselves to other committee members.

Sandy Prince notified Committee members that Maine Education Commissioner Sue Genderon may be in attendance at tonight's meeting. Sandy was informed that Sue may be in attendance after 5:30 p.m. if her schedule allowed.

Motion by Teresa Sadak and seconded by John Robinson to accept the minutes and submitted. Motion approved 11-0.

Sandy and Sandra reviewed the Ground Rules for Windham/Raymond School Reorganization Committee. The Ground Rules are listed as:

- A. Be an active listener.
- B. Respect differing opinions.
- C. Be open and honest.
- D. Honor decisions that have been made.
- E. Begin and end meetings on time.
- F. Stay on track with our agenda.
- G. Distribute timely minutes.
- H. Have clarity on next steps and assignments.
- I. Come to meetings prepared.

Motion by Tony Plante and seconded by Teresa Sadak to accept the Ground Rules as presented. Motion approved 11-0.



Sandy and Sandra then had Donn Davis and Dot Mowatt bring us up-to-date as to the work that they have been working on for the requested financial information.

Donn Davis referred Committee members to the Financial Template that was distributed prior to the start of the meeting. The 6-page template was prepared by the State of Maine Department of Education in order to assist us in the financial planning of what we could expect for financial implications if Windham and Raymond combined to form one school unit.

Donn mentioned that some of the information did not appear to make sense when reviewing the implications to one town or the other.

Donn indicated that he spent over two hours on the telephone with Jim Rier from the State of Maine Department of Education trying to get the financial information requested by the Committee.

Donn indicated that the information that was supplied by the State was not the actual figures that Windham and Raymond should go on to make a re-organization decision. The information did not take in all of the calculations that the State of Maine Department of Education does when figuring the EPS amounts for each community.

Donn mentioned that Jim's comments on the funding calculations were premature as there were a number of decisions to be made by each community in order to get the accurate figures. One of the major decisions was the "School Choice" decision that needs to be determined by Raymond.

As of today, the funding calculation is figured one way with the current Raymond school choice direction. That funding could change if there was a shift in the direction of "School Choice." A decision would have to be made as to the future direction of the "School Choice" option.

Donn also mentioned that Jim indicated that the direction of funding for reorganization was not to cost one community additional expenses due to the reorganization. There should not be any expense shifting from one community to another.

Donn mentioned that Jim Rier offered to have a contingency of Windham representatives and a contingency of Raymond representatives make an appointment with Jim and go to Augusta. Together they will go through the funding formula and come up with accurate funding numbers for both communities and the proposed new school unit.

Following are a few of Donn's examples of not understanding the current formula based only on the Windham financial information:

Operations and Maintenance: Line 13G total \$2.8 million. The current formula indicates that the number needed to be decreased by 5%. Donn was told that he would take the \$2.8 million and add 3% to that total and then multiply that amount by 95%. That calculation would leave a \$1.3 million cost to the Windham Community based on the current calculations.

School Administration: Line 11. This calculation was based on the number of students enrolled in the school system. Based on the Windham figures only, the enrollment of 2842.5 students with a rate of \$204.00 per pupil would total \$578,000.00 and the current expense was listed as \$865,000.00. The \$287,000.00 would have to be either paid through local funding or staff reduction.

Donn indicated that he would not be able, with the current information, to supply the Committee with any concrete financial data that they could use in their discussion of reorganization. Donn indicated that

he would be pleased to pursue the direction in a meeting with Jim Rier from the State in order to get the correct, factual financial data and the exact formula that the State would be using.

Tom Bartell requested that the Committee receive the exact definitions of each budget category and what positions or expenses go into each category. We also need to determine what costs are included in each of the other categories to be sure that we are comparing apples to apples.

Discussion was held on the reorganization and from the seminar sponsored by Drummond and Woodsum yesterday, the comparison was made that the reorganization was related to a "marriage." There are different phases in a marriage as there should be different phased in a reorganization plan.

The Drummond and Woodsum attorneys mentioned phases as courtship, engagement, marriage, and divorce. There should also be a stage sometime prior to marriage to discuss the pre-nuptial agreements. They indicated that we were currently in the courtship stage in order to determine if the fit is correct in both the philosophy of education and the financial arrangements.

They also indicated that after the marriage phase, there was no option in the law for the divorce stage. The attorneys indicated that if, down the road, one community decides to leave the school unit, that community would have to follow the process through the legislature that has been followed by Frey Island community and island school off the southern Maine coast.

Discussions were also held on the need for the Letter of Intent that needs to be sent to the Commissioner of Education no later than August 31, 2007. This letter of intent indicates to the Commissioner that we are reviewing the direction of reorganizing with a certain school district or that we are following an alternative route. The law indicates that each community files a letter of intent no later than August 31, 2007. The Commissioner of Education then has until September 15, 2007 to approve or alter the direction of each.

Some members felt that we did not have enough time or financial information in order to file the Letter of Intent and until that information is available, it would be very difficult to determine direction.

Other members indicated that the Letter of Intent only indicated a direction that each community was heading and that the Letter of Intent was non-binding. The details of the future direction would be worked out in the time period of September 1, 2007 through December 31, 2007 at which time more information would be available.

The Letter of Intent needs to be approved and directed by each school committee and each community was going to schedule a discussion or workshop on the reorganization and the Letter of Intent during the month of August.

Sandy Prince indicated that his recommendation would be to have Windham file a Letter of Intent to pursue the re-organization with the Town of Raymond. And to file an Alternative Plan if the re-organization with the Town of Raymond did not work out.

Sandra Caldwell also indicated that Raymond could file a Letter of Intent that the direction was to pursue the re-organization with the Town of Windham and to file other Letters of Intent with Raymond and Poland, and Raymond and Westbrook, if the option with Windham did not work out.

Discussion was also held on the need for the Committee to begin to determine direction in order to have the Committee plan on future dates. One of the decisions would be if the reorganization would begin on July 1, 2008 or begin on July 1, 2009. This decision would have implications on elections for School

Committee members, budget preparations, Town Meetings, and referendums. Some discussion indicated that if we proceed with a July 1, 2008, there would be more help and assistance from the State of Maine while if we waited until July 1, 2009, we would be merged with a large number of other communities and school units.

Sandy Prince reported that there was an upcoming meeting scheduled for August 8, 2007 with the Superintendents, School Board Chairs and Vice Chairs from the Towns of Raymond and Windham to meet with the Superintendent, School Board Chair and Vice Chair from the City of Westbrook in order to discuss pursuing the reorganization of Raymond, Windham, and Westbrook into one school unit.

Sandy and Sandra reported that the State of Maine Department of Education has approved Mary Jane McCalmon as Facilitator for the Windham/Raymond School Reorganization Planning Committee. Mary Jane was not available for this meeting as the meeting was set prior to her appointment. Mary Jane's most available evening would be on Thursdays.

Tom Bartell stated that we needed to have a timeline developed to let the Committee members know of the exact dates and times that we need to follow. Sandy passed around a template prepared by Drummond and Woodsum that indicated some of the important dates and a timeline.

The next meeting of the Windham/Raymond School Reorganization Planning Committee was tentatively scheduled for Thursday, August 16, 2007 at 5:00 p.m. in the Library Conference Room of Windham High School. This meeting was tentatively set due to the need to firm up the meeting time with the State in order to work on the financial information between Windham and Raymond and to determine Mary Jane's schedule. If the meeting is not held on the 16<sup>th</sup> of August, the next date will be on Thursday, August 23, 2007.

#### Next Steps

Sandy Prince and Donn Davis will be out on vacation for the next two weeks.

Donn Davis and Dot Mowatt will arrange the meeting with Jim Rier to meet and determine the exact financial picture of the reorganization.

The issues of School Choice to be discussed by the Raymond School Committee.

The Letter of Intent direction will be discussed by the individual School Committees of Raymond and Windham.

Development of the 2008 and 2009 Timeline.

Decision needed on next meeting date of the Windham/Raymond School Reorganization Planning Committee.

Meeting ended at 6:20 pm.

Submitted by Mike Duffy, Secretary

## Windham/Raymond School Reorganization Planning Meeting

Thursday, August 16, 2007 @ 5:00 pm

Windham High School / Library Conference Room

Attendees: Sandy Prince, Sandy Caldwell, Kate Brix, Donn Davis, Joe Bruno, Mike Duffy, Tom Bartell, Roger Ginn, Jeff Vermette

Committee members not in attendance: Kayle Warren, John MacKinnon, John Robinson  
Tony Plante, Teresa Sadak

Others in attendance: Mary Jane McCalmon, Facilitator; Mark Gendron, Raymond Selectman.

Sandy Prince and Sandra Caldwell distributed a sign-up sheet for Drummond Woodsum and Maine School Management Association Workshop information for School Consolidation: Part II. Workshops to be held in Portland on September 24, 2007 at USM's Hannaford Lecture Hall, or on September 25, 2007 at Spectacular Event Center in Bangor. Interested Committee members, School Committee members, or Municipal Representatives should contact either Sandy or Sandra if they would like to attend.

Welcome by Sandy Prince and Sandra Caldwell.

Reorganization Committee was introduced to Mary Jane McCalmon and the Committee members introduced themselves to Mary Jane.

Mary Jane told the Committee that she is currently assisting 6-8 organization groups. Some of the communities that Mary Jane was working with are: Caribou, Houlton, Rockland, and Lake Region. One of the groups that she is working with in the northern area of the State represents 5 school systems and approximately 20-25 individual towns.

Mary Jane indicated that the various groups use her expertise in various ways. Some use her services to moderate the meetings and the process while other committees use her as a resource to ensure that the information needed by the Committee is available.

Mary Jane indicated that she was not there as an agent of the State and she was not there to tell the Committee what to do, but to help in any way to expedite the planning process.

After a brief discussion, the consensus of the Committee was to have Sandy and Sandra meet with Mary Jane, outside of the Committee, to discuss and recommend to the Committee the best use of Mary Jane's time and talents in order to get the optimum efficiency out of the planning process.

Discussion was held on updates from the State on changes on the Reorganization process. Sandy and Sandra indicated that they will forward all information that they receive from the State. Mark Gendron indicated that the State has an option on their website for any individual to sign up and receive all of the updated information directly when the information is released by the State. All you have to do is log on to the DOE website and sign up.

A financial question was raised on the ability for the Committee and/or the Individual School Districts to be able to accept and spend money issued by the State for the reorganization process. The comment was made that both communities have established budgets. Each town is not able to overspend the total amount of money approved by the voters. It was unknown as to how we could accept and spend money from the State as part of the \$2,000,000.00 available funds for expenses such as legal fees. There is also a \$2,500.00 allotment for each planning committee to cover various expenses of the planning process.

One comment was that we could consider the State support money similar to grant money designated for reorganization and the money received could be administered outside each of the operation budgets. The Committee direction was to get a formal decision and direction from the Commissioner.

Raymond representatives updated the Committee on the School Choice issue. They indicated that Commissioner Gendron attended the Raymond School Committee meeting last night. She handed out preliminary funding numbers for Windham and Raymond and discussed the School Choice issue.

Choice must be preserved. The current Raymond School Committee has the authority to make decisions on the school choice issue. All of the options are on the table from remaining as currently established; cap the amounts paid to all schools such as a flat rate instead of individual agreement; or eliminate the choice option. The Raymond School Committee has the authority to take away the choice option.

With the school choice option, the RSU would receive the funding from the State, the Town of Raymond would be responsible for the difference between the EPS amount and the contracted amount and the individual parents would pay any outstanding balance owed to the school district.

Example would be that if XYZ School charged Raymond students \$9,000.00 per year. The State provided \$4,000.00 in EPS funding and the State Tuition was set at \$5,000.00. Then to cover the \$9,000.00 expense, the State would pay \$4,000.00 and the Town of Raymond taxpayers would pay \$1,000.00 (Difference from EPS to tuition) and the individual student's parent would be responsible for the remaining \$4,000.00.

The discussion ensued that even though the Raymond School Committee has the authority to change the School Choice option, should the decision be made by the voters in a referendum process? There are citizens of Raymond who have relocated to

Raymond based on the option of school choice. There are other citizens of Raymond who feel that the school choice option is no longer a necessary option. The decision will be made by the Raymond School Committee after they have had time to workshop and discuss the pros and cons of each method.

Direction on Intent was discussed. Windham indicated that their School Committee held a workshop last night and the consensus of the members present indicated their direction was to pursue the Letter of Intent indicating Windham and Raymond; Windham and Westbrook; and Windham, Raymond and Westbrook. They will also file an alternative plan to stand alone if the three above options do not prove to be successful. The main direction is the three options on the Letter of Intent. Windham is scheduled to vote on the direction at their Wednesday August 22, 2007 School Committee meeting.

Raymond indicated that their intent was to file a Letter of Intent for reorganization between Raymond and Windham; Raymond and Westbrook; Raymond and Poland; and Raymond, Windham and Westbrook. This would allow for options if one option fell through for one reason or another.

Mary Jane indicated that the intent of the Letter of Intent was to be more narrowed and focused and not as broad in their options. Members indicated that without the needed financial information, the groups could not narrow at this time.

Donn Davis indicated that he visited the DOE this morning in order to get financial information. Raymond indicated that they received the information from Commissioner Gendron last night. Donn indicated that he spoke with Ray Poulin from the State and they discussed the State-developed Financial Template. The template is interactive and each community can put in their figures and come up with actual costs and revenues.

Donn indicated if Windham and Raymond were to consolidate, (based on current cost figures) approximately 37% of the cost would be borne by Raymond and approximately 63% of the cost by Windham.

Donn mentioned that the current mill rate was calculated at 7.44 mills and the recommended mill rate was around 7.12 mills.

Mark Gendron indicated that the financial figures for Windham, Raymond, and Westbrook would be available by the end of the week, and once available, the information would be distributed to the Committee members.

Donn also indicated that he would run the figures for the Windham School Community. Donn mentioned that he would be able to calculate figures based on any combination of revenue and expenses.

Some Committee members indicated that when all of the costs are finally calculated, the actual cost savings would probably be two-to-three years down the road.

Discussion was held in regards to the involvement of the representatives from the City of Westbrook in the Consolidation Committee. Based on last week's discussion with the School Committee Chairs, Vice Chairs and Superintendents, the feeling was that the representatives from Westbrook were interested in joining our consolidation process. The Committee's direction was to have Sandy get in touch with Superintendent Stan Sawyer from Westbrook to determine if the Westbrook School Committee was in favor of joining the discussions. If the Westbrook School Committee approved the direction, representatives from Westbrook would be invited to attend the next Committee meeting.

Discussion was held on Committee Communication and the Community involvement. All members indicated the importance of both timely and factual communication and involvement for community members. Sandy indicated that methods could be: Community Cable TV broadcasts and coverage; Community surveys; Weekly consolidation columns in the local newspapers, and public forums.

Raymond representatives indicated that the Raymond Community Cable TV staff would film the Reorganization meetings and supply a disc to the Windham Community Cable TV so that the meeting could be aired throughout the week.

Committee members agreed that televising the meetings and airing them would provide the community with valuable information on the consolidation process and would probably raise valuable questions from community members.

Mary Jane indicated that future meetings, after the Letters of Intent are filed, could be a bit difficult for televising. She said that one process could be that the entire Committee could start the meeting and update the entire committee on the progress and then they could break into individual sub-committees to work on the individual consolidation issues such as debt, governance, etc. It may be difficult to film the entire meeting and/or process.

Tentative direction on the filming of the reorganization meeting was that Raymond would film the meetings and supply a disc to Windham, and/or Windham and Westbrook, the next day in order for them to air the meeting on their respective Cable channels.

Motions made by Joe Burno and Seconded by Jeff Vermette to film and play the consolidation meeting on the local cable TV channels. Motion approved 9-0. Sandra indicated that she would make the arrangements.

Motion made and seconded to approve the minutes of the July 26, 2007 Reorganization meeting. Motion approved 9-0.

The next meeting of the Reorganization Planning Committee was scheduled for Monday August 27, 2007 at 6:30 pm in the Library Conference Room of Windham High School.

Future meeting of the Reorganization Planning Committee was scheduled for Monday September 10, 2007 at 6:30 pm in the Library Conference Room of Windham High School.

Mary Jane currently is available for both meetings and it was felt that with the later start time that Commissioner Gendron will also be available to attend one or both meetings.

**Next Steps:**

Sandy and Sandra will meet with Mary Jane to discuss the role of Facilitator.

Letter of Intent to be filed with the Commissioner by August 31, 2007

Windham School Committee to vote on direction of Intent on Wednesday, August 22, 2007.

Donn Davis will prepare financials for the Windham Community.

The Raymond School Committee will discuss the issues of School Choice.

Need to decide on the start date of either July 1, 2008 or July 1, 2009 for any consolidation. Pros and cons need to include the associated costs and benefits.

Need to develop the 2008 and 2009 timeline for work process and other work items.

Need to decide on the structure of the Reorganization Committee and the sub-committee options to expedite the workload.

Need to determine the intent of the Westbrook School Committee on consolidation.

Meeting ended at 6:40 pm.

Mike Duffy, Secretary



## Windham / Raymond School Reorganization Planning Meeting

Monday, August 27, 2007 @ 6:30 pm

Windham High School / Library Conference Room

Attendees: Sandy Prince, Sandy Caldwell, Kate Brix, Donn Davis, John Robinson, Joe Bruno, Mike Duffy, Teresa Sadak, Tom Bartell, Jeff Vermette, Roger Ginn, Bruce Chuluda, Greg Smith, Colleen Hilton, Dottie Aube, Stan Sawyer, Michael Kucsma, Ed Symbol

Committee members not in attendance: John MacKinnon, Tony Plante, Jim Violette, Tim Driscoll, Suzanne Joyce

Others in attendance: Mary Jane McCalmon, Facilitator; Dot Mowatt, Business Manager Raymond Schools; Michael Hartwell, Reporter Current Publishing/Lake Region Weekly; Don, the Film Director from Raymond.

Westbrook Committee members introduced themselves to the Windham and Raymond Committee members and Windham and Raymond Committee members introduced themselves to the Westbrook Committee members.

Westbrook members indicated that the missing Committee members were very supportive of the Re-organization process and that they were not able to make this meeting due to the short notice from the City vote to Committee appointment.

Westbrook members indicated that there were a number of other interested individuals from Westbrook including a number of City Councilors and School Committee members; however, the selection process had to be limited.

As was agreed to at the prior meeting, Raymond had their meeting filming equipment and camera person in attendance. Copies of the meeting will be distributed to Westbrook and Windham so that they can put the meeting on the local Cable TV channel. Michael Kucsma is the contact for the Westbrook Schools for that purpose.

Sandra and Sandy proposed a new and additional ground rule for consideration. The proposed additional ground rule would be necessary due to public comment and input. The need for public input was extremely valuable; however, the ground rule recommendation was to allow a total of 20 minutes for public input at the beginning of each Committee meeting and each individual from the public would be limited to 2 minutes per individual. The ground rule was approved by consensus (thumbs up) of members present.

Motion by Jeff Vermette and seconded by Kate Brix to accept and adopt the minutes of the Re-organization Committee held on August 16, 2007. Motion approved. Westbrook members did not vote as they were not present at the August 16, 2007 meeting.

Donn Davis gave a financial update. Donn distributed a Financial Template Step-by-Step, with a completion date of July 22, 2007. This State-supplied template included current information for the communities of Raymond and Windham.

The current information, as well as the information from the State, regarding the financial picture for Westbrook, Windham and Raymond is still pending. Donn did not know when the financial information would be available from the State.

Donn indicated that the Financial Template could be beneficial as local communities could add and change figures to allow for different mill rates, reductions or additions.

Donn expressed frustration that the figures were not available from the State and that he could not get a firm date as to when they would be available.

Donn estimated that the reduction share in the Windham review indicated that a 5% reduction in Maintenance and Operations would total approximately \$140,000.00; a 5% reduction in Special Education would be similar at approximately \$140,000.00; and a 5% reduction in Transportation would be approximately \$60,000.00. System administration would be calculated at a per pupil rate of \$210.00.

Discussion followed regarding the next direction due to the financial information not being available from the State. Comments were made that we should:

- Focus on the educational opportunities of the three communities to better enhance the level of education for all of the students.
- Put the financial information in the background for the time being and move forward with other consolidation issues.
- Determine the impact on the pocketbook. Define the product and then determine the costs associated with the product direction. Determine the costs associated with delivering the educational services desired and then proceed to determine if the costs are in line.
- The need to be fiscally responsible and to focus on consolidation on specific areas of the current school districts such as Central Office and transportation.

Sandy, Sandra and Stan all updated the Committee on the individual direction and School Committee vote regarding the Letter of Intent that is due to the Commissioner on August 31, 2007.

Windham indicated three motions. A Letter of Intent for Windham and Raymond; a Letter of Intent for Windham, Raymond and Westbrook; and a Stand-alone Alternative Plan.

Westbrook indicated three motions. A Letter of Intent for Westbrook and Raymond; a Letter of Intent for Windham, Raymond and Westbrook; and a Stand-alone Alternative Plan.

Raymond indicated three motions. A Letter of Intent for Westbrook and Raymond; a Letter of Intent for Raymond and Windham; and a Letter of Intent with Raymond and Poland.

Mary Jane reviewed the Governance Guidelines as it relates to the organization and management of the Re-organization Committee.

Ground rule change to the Co-Chair positions. It was recommended to add Stan Sawyer, Superintendent of Westbrook Schools, as a Tri-Chair member along with Sandy Prince, Superintendent from Windham, and Sandra Caldwell, Superintendent from Raymond. Consensus approval was given.

Initial discussion was held as to how future votes would be handled by this Committee. Mary Jane indicated that we need to think about the decision-making process and choose a direction at the next meeting. Discussions were held:

- To have one vote for each of the three represented communities.
- To have three to five votes for each of the three represented communities.
- Each member to have one vote.
- Each member to have one to five votes depending on the situation (fist to five)

Mary Jane suggested that each community team meet prior to the next meeting to discuss direction.

Suggestion was made to have each member reserve the right to add or alter the ground rules at a future date.

### **Re-organization Plan – Sub-Committee Possibilities**

Mary Jane indicated that she has reviewed the Re-organization plan that is required by the State of Maine and she and her co-facilitators have discussed the following groupings of the 13 required elements of the plan.

### **One sub-committee would address items 1, 2, 3 and 4. (Governance Issues)**

These items would cover:

1. The units of the school administration to be included in the proposed reorganized regional school district.
2. The size, composition and apportionment of the governing body.
3. The method of voting of the governing body.
4. The composition, powers and duties of any local school committees to be created.

**One sub-committee would address Items 5, 6 and 8 (Property, Indebtedness and Disposition issues)**

These items would cover:

1. The disposition of real and personal property.
2. The disposition of existing school indebtedness and lease-purchase obligations if the parties elect not to use the provisions of Section 1506 regarding the disposition of debt obligations.
3. The disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds and other funds appropriated for school purposes.

**One sub-committee would address Item 7 (Contracts and Bargaining Issues)**

This item would include:

1. The assignment of school personnel contracts, school collective bargaining agreements, and other school contractual obligations.

**One sub-committee would address Items 9 and 12 (Transition Plan Issues)**

These items would include:

1. A transition plan that addresses the development of a budget for the first school year of the reorganized unit and interim personnel policies.
2. An estimate of the cost savings to be achieved by the formation of a regional school unit and how these savings will be achieved.

**The remaining three items would need to be addressed, but would be easier to address as an entire Committee rather than in sub-committee format. These Items are 10, 11 and 13:**

**(How to communicate issues)**

1. Documentation of the public meeting, or public meetings, held to prepare or review the reorganization plan.
2. An explanation of how units that approve the reorganization plan will proceed if one or more of the proposed members of the regional school units fail to approve the plan.
3. Such other matters as the governing bodies of the school administrative units in existence on the effective date of this chapter may determine to be necessary.

Discussion was held and Committee members opined that it would be beneficial for all three communities to get to better know each other. An overview of each community, overview of the current school systems, current enrollments and budgets, demographics, populations etc, and what was determined strengths and weaknesses of each district

would be reviewed. By strengths and weaknesses it was meant as to what was offered in each community such as All Day Kindergarten, K-12 Alternative Learning, Real School etc.

Motion made by Jeff Vermette and seconded by Teresa Sadak to approve the four sub-committee format and to also have the Committee as a whole.

Discussion was held on some members' hesitation on moving too fast in the process. Other members felt that we needed to have the financial information first. Other members felt that we needed to begin to solve the pressing issues and that we should jump in and find positive direction into the reorganization issues.

Members again mentioned that they needed to know more about the individual communities and the individual school systems and some were hesitant about jumping into subcommittee work without additional information as to final destination.

Members indicated that they would like to have Committee information prior to the meeting so that they could prepare in advance of the meeting and could study and review the material prior to the meeting.

Motion was called and the motion was approved: 17 members in favor and one opposed (Hilton).

Sandy Prince and Sandy Caldwell indicated that they would distribute blue notebooks for Westbrook Committee members' use and reference. Windham and Raymond members currently have copies of the notebooks. The notebook included: agenda, minutes, timeline, facilitator option, guidelines, Notice of Intent, Organization Plan, Alternative Plan, Commissioner's PowerPoint presentation, Summary of the law, ED281 financial information for Raymond, ED281 financial information for Windham, data information for Raymond, data information for Windham, Sebago Alliance Audit for Raymond, Sebago Alliance Audit for Windham, and Planning Committee Member info.

Next full Committee meeting of the Raymond, Westbrook and Windham Re-organization Committee is scheduled for Monday, September 10, 2007, beginning at 5:00 p.m. and scheduled to end at 6:30 p.m. The meeting will be held at Windham High School, Library Conference Room.

Motion by Ed Symbol and seconded by Teresa Sadak to adjourn. 18-0 in favor. Meeting adjourned at 8:35 p.m.

### **Next Steps**

Letter of Intent to be filed to the Commissioner of Education by August 31, 2007.

The Raymond School Committee will discuss the issues of School choice.

Donn Davis will continue to pursue financial information through the State.

Committee needs to decide on the start date of either July 1, 2008 or July 1, 2009 for any consolidation. Pros and cons need to include the associated costs and benefits.

Committee needs to develop the 2008 and 2009 timeline for work process and other work items.

Committee needs to finalize sub-committee appointments and schedules.

Committee needs to determine voting regulation for Committee.

Tri-Chairs will prepare demographics and other requested information on the individual communities and the individual school districts.

Tri-Chairs to distribute blue notebook information to Westbrook Committee members.

Next RPC meeting scheduled for Monday, September 10, 2007 at 5:00 pm at the Windham High School Library Conference Room.

Mike Duffy, Secretary

Windham / Raymond / Westbrook School Reorganization Planning Meeting

Monday, September 10, 2007 @ 5: 00 p.m.

Windham High School / Library Conference Room

Attendees: Sandy Prince, Sandy Caldwell, Kate Brix, Donn Davis, Joe Bruno, Mike Duffy, Tom Bartell, Roger Ginn, John MacKinnon, Tony Plante, Teresa Sadak, Dottie Aube, Suzanne Joyce, Colleen Hilton, Greg Smith, Jim Violette, Tim Driscoll, Stan Sawyer, Michael Kucsma, Ed Symbol, Bill Diamond

Committee members not in attendance: John Robinson, Jeff Vermette, Bruce Chuluda

Others in attendance: Mary Jane McCalmon, Facilitator, Dot Mowatt, Barbara Maurais, Sue Accardi, Randy Crockett, John Ross, Don (Raymond Cable)

Copy of Sue Gendron's Informational Letter # 5 was distributed to each member.

Welcome by Sandy Prince and Sandra Caldwell. Sandy mentioned that there were sandwiches, soft drinks, and water for Committee members and they could help themselves whenever they wanted.

Members introduced themselves and the community they represented.

Motion made by Colleen Hilton and seconded by Greg Smith to adopt Roberts Rules of Order as the guiding rules of operation for the Re-organization Committee. Motion approved 21-0.

**Financial Update**

Donn distributed a red folder that contained 12 pages. The pages represented the State funding template and figures were input to focus on local share of school funding based on current (2007-2008) data.

**Line 49 from ED281 Raymond:**

\$6,371,988.00 local share  
\$ 635,158.00 local additional  
\$7,007,146.00 Total

**Line 49 from ED281 Windham:**

\$10,819,248.00 local share  
\$ 1,211,773.00 local additional  
\$12,031,021.00 Total

**Line 49 from ED281 Westbrook:**

\$11,736,228.00 local share  
\$ 2,376,486.00 local additional  
\$14,112,714.00 Total

Westbrook distributed the ED281 for Westbrook along with a four-page fact sheet dated June 11, 2007 titled Fact Sheet for Use with Enacted FY 2007-2008 Subsidy Amounts PL 2007 Chapter 240 ED281 "Computation of Unit Allocation to Fund Public Schools"

#### **Windham / Raymond local share for school funding without debt**

The local share for school funding without debt based on current (2007-2008) data for Windham indicated a total of \$12,031,021.00. This number represents local contribution of \$10,819,248.00 and local additional of \$1,211,773.00.

The local share for school funding without debt based on current (2007-2008) data for Raymond indicated a total of \$7,007,146.00. This number represents local contribution of \$6,371,988.00 and local additional of \$635,158.00.

Based on the calculations (pages 1-3) if Windham and Raymond consolidated, Windham's local share without debt would decrease from \$12,031,021.00 to \$11,981,522.00, or a decrease of \$49,499.00.

Based on the calculations (pages 1-3) if Windham and Raymond consolidated, Raymond's local share without debt would increase from \$7,007,146.00 to \$7,206,645.00, or an increase of \$199,499.00.

The total for both Windham and Raymond for local share of school funding without debt would increase from the current \$19,038,167.00 to \$19,188,167.00 or an increase of \$150,000.00, due to high school choice in Raymond (150 students @ \$1,000 each).

#### **Windham/Raymond local share for school funding with debt**

Based on the calculations (pages 3-6) if Windham and Raymond consolidated, Windham's local share with debt would total \$12,879,251.00. The number reflects total Local Only debt from Windham of \$897,739.00, plus the Local Only share for Windham of \$12,031,021.00

Based on the calculations (pages 3-6) if Windham and Raymond consolidated, Raymond's local share with debt would not show any increase from \$7,007,146.00 as Raymond does not have any local only debt.

#### **Windham / Raymond / Westbrook local share for school funding without debt**

The local share for school funding without debt based on current (2007-2008) data for Windham indicates a total of \$12,398,624.00, or an increase of \$367,603.00 based on the current (2007 – 2008) Windham-only funding of \$12,031,021.00.

The local share for school funding without debt based on current (2007-2008) data for Westbrook indicates a total of \$13,449,471.00. This number represents in decrease in local contribution of \$663,243.00 from \$14,112,714.00.

Raymond calculations on pages 9-12 of report are not calculated correctly, but the financial template does not allow for customizing the sharing of local-only debt. Donn is confident that the Windham



and Westbrook calculations are accurate. Again, Donn has found a template restriction and not an error in the template.

The above figures do not represent the proposed \$43,000,000.00 that the State is expected to infuse into calculations next year or the amount of additional State subsidy based on the State continuing to ramp up their portion of the funding to the 55% level.

The above figures also do not represent the Balance Forward amounts for any of the school units.

The above figures also represent any calculation in the School Choice option from the Raymond Students. Donn mentioned that the \$1,000,000.00 plus that Windham receives in the tuition money for having Raymond students in Windham High School is considered direct money as Windham receives the money on a monthly basis in the current operating budget year.

Another component is that if Raymond students leave the Windham School District totally, Windham would lose the \$1,000,000.00 all together.

Donn will provide updated information once the State corrects the spreadsheet for accurate calculations.

### **Community Characteristics**

Mary Jane distributed spreadsheets prepared by the individual three Superintendents. The spreadsheet indicated: number of teachers, enrollment for the past 5 years, buildings (dates built and/or renovated), current student population, number of teacher/ FTE by building, budget number for the past 5 years, debt service local and other, median income, population 2000 census, valuation last 5 years, mill rate for past 2 years and programs we are proud of.

This information was requested by Committee members in order for Committee members to get to know each community and to get to know the strengths and weaknesses of each district. Due to the late hour, it was requested by Mary Jane that Committee members review the data over the next two weeks. At the next meeting, the plan is to break out into mixed groups with each group having representation from each community in order for Committee members to ask and answer questions in regards to the data and to receive additional questions from the Committee members. The process was approved by a consensus of the Committee.

### **Subcommittee Organization**

Mary Jane suggested that it was time for each community to determine who would be representing that community in each of the four subcommittees. Mary Jane suggested that we take 20 minutes and caucus so that each community could determine who would be serving on each.

Prior to beginning the caucus, Mary Jane reminded the Committee members of the four individual committees. They were:

**One subcommittee would address items 1, 2, 3, and 4. (Governance Issues)**

These items would cover:

1. The units of the school administration to be included in the proposed reorganized regional school district.
2. The size, composition, and apportionment of the governing body.
3. The method of voting of the governing body.
4. The composition, powers, and duties of any local School Committees to be created.

**One subcommittee would address items 5-6 and 8 (Property, Indebtedness, and Disposition issues)**

These items would cover:

1. The disposition of real and personal property.
2. The disposition of existing school indebtedness and lease-purchase obligations if the parties elect not to use the provisions of Section 1506 regarding the disposition of debt obligations.
3. The disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds, and other funds appropriated for school purposes.

**One subcommittee would address item 7 (Contracts and Bargaining issues)**

This item would include:

1. The assignment of school personnel contracts, school collective bargaining agreements and other school contractual obligations.

**One subcommittee would address items 9 and 12 (Transition Plan issues)**

These items would include:

1. A transition plan that addresses the development of a budget for the first school year of the reorganized unit and interim personnel policies.
2. An estimate of the cost savings to be achieved by the formation of a regional school unit and how these savings will be achieved.

**The remaining three items would need to be addressed but would be easier to address as an entire Committee rather than in sub-committee format. These items are 10-11 and 13: (How to communicate issues)**

1. Documentation of the public meeting or public meetings held to prepare or review the reorganization plan.
2. An explanation of how units that approve the reorganization plan will proceed if one or more of the proposed members of the regional school units fail to approve the plan.
3. Such other matters as the governing bodies of the school administrative units in existence on the effective date of this chapter may determine to be necessary.

Discussion on the four committees focused on the proposed need to create an Education Programs Subcommittee to determine why consolidation would be beneficial to teaching and learning.

Most response centered on the number of subcommittees increasing from four to five with each subcommittee having fewer members.

Motion was made by Stan Sawyer and seconded by Kate Brix to form an Education Programs Subcommittee. Motion approved 20-1 (Bruno opposed)

Joe Bruno indicated that his vote was not in opposition to the formation of an Education-focus-based review, only to the creation of additional subcommittees.

Motion by Tom Bartell and seconded by Tony Plante to collapse the subcommittee that addressed the Contracts and Bargaining issues into the subcommittee that addresses the Transaction Plan Issues. This merging appeared to follow the intent and scope of both prior subcommittees. Motion approved 21-0

The new sub-committee would address:

**One subcommittee would address items 7, 9 and 12 (Transition Plan issues)**

These items would include:

1. A transition plan that addresses the development of a budget for the first school year of the reorganized unit and interim personnel policies.
2. An estimate of the cost savings to be achieved by the formation of a regional school unit and how these savings will be achieved.
3. The assignment of school personnel contracts, school collective bargaining agreements and other school contractual obligations.

Subcommittee members will need to get together and determine what the direction of the subcommittee will be and what the charge will be for the sub-committee. They also need to determine a timeline for meetings in order to complete their charges.

Mary Jane distributed a handout titled "Organization of Subcommittee work." The handout listed four items for consideration. They are:

1. Define membership composition (#involved, balance of reps from 3 SAU's)
2. Develop an official "Charge" of the group:
  - (a) Guiding ideas (what we want)
  - (b) Limitations (what we don't want)
3. Establish a clear timeline for report backs to the whole committee.
4. Each subcommittee organize basic roles:
  - (a) Note taker/archive keeper
  - (b) Chair
  - (c) Reporter

## **Subcommittee Appointments/Members**

### **Governess Subcommittee Members:**

### **Property, Indebtedness, and Disposition Subcommittee Members:**

### **Transition Plan Subcommittee Members:**

### **School Programs Subcommittee Members:**

Future Reorganization Committee meetings would focus around subcommittee work in order to get the subcommittee work completed so that the entire Committee can review and determine direction. Future Reorganization meetings would begin as a whole committee, receive input from public participation; receive reports back from individual subcommittees and then break into subcommittees for continuing work.

Individual subcommittees will need to determine if there needs to be additional subcommittee work in order to complete their assigned tasks. The time and frequency of any additional meetings will be determined by the individual subcommittee members.

Bill Diamond indicated that Windham State Representatives Gary Plummer and Mark Bryant would be happy to assist in subcommittee work as the Committee determined.

Discussion also began on recruiting community members and individuals such as Teacher Union President and Representatives to offer input into the contract and bargaining discussions. Future discussion necessary due to time restraints.

Teresa Sadak requested that a correction be made to the minutes of the August 27, 2007 Committee meeting. The Committee realized that there was no motion to accept the minutes of the August 27, 2007 Reorganization meeting. Teresa indicated that the communities listed in the minutes for the Letters of Intent from the Town of Raymond was incorrectly listed. Teresa said that the three Letters of Intent filed with the State were: (1) Raymond and Windham, (2) Raymond, Windham and Westbrook; and (3) Raymond and Poland.

Motion by Teresa Sadak and seconded by Joe Bruno to accept the minutes as amended. Motion approved 21-0.

Discussion from Stan Sawyer to the Raymond members continued after the adjournment of the meeting on the option of the Raymond/Westbrook direction.

Discussion was held on the September 30, 2007 deadline to pare down consolidation options. This direction was supposed to have been issued from the State. Mary Jane indicated that she knew of no such deadline and the Re-organization Planning Committee will not receive the Commissioner's Approval or Denial of their submitted Letters of Intent until September 15, 2007.

The next meeting of the Reorganization Planning Committee was scheduled for Monday September 24, 2007 at 5:00 p.m. in the Library Conference Room of Windham High School.

Motion by Roger Ginn and seconded by Teresa Sadak for the meeting to be adjourned. Motion approved by unanimous consent at 6:30 pm

### Next Steps

Committee members should review demographics for each of the three communities.

Donn Davis will prepare updated financials.

Need to decide on the start date of either July 1, 2008 or July 1, 2009 for any consolidation. Pros and cons need to include the associated costs and benefits.

Need to develop the 2008 and 2009 timeline for work process and other work items.

The Raymond School Committee will discuss the issues of School choice.

Donn Davis will continue to pursue financial information through the State.

Committee needs to decide on the start date of either July 1, 2008 or July 1, 2009 for any consolidation. Pros and cons need to include the associated costs and benefits.

Committee needs to determine voting regulation for committee.

Next RPC meeting scheduled for Monday, September 24, 2007 at 5:00 p.m. at the Windham High School Library Conference Room.

Mike Duffy, Secretary

Windham / Raymond / Westbrook School Reorganization Planning Meeting

Monday, September 24, 2007 @ 5: 00 p.m.

Windham High School / Library Conference Room

Attendees: Sandy Prince, Sandy Caldwell, Kate Brix, Donn Davis, Joe Bruno, Mike Duffy, Roger Ginn, John MacKinnon, Tony Plante, Teresa Sadak, Dottie Aube, Colleen Hilton, Greg Smith, Jim Violette, Tim Driscoll, Stan Sawyer, Michael Kucsma, Jeff Vermette, Bruce Chuluda

Committee members not in attendance: John Robinson, Tom Bartell, Suzanne Joyce, Bill Diamond, Ed Symbol

Others in attendance: Mary Jane McCalmon, Facilitator; Dot Mowatt, Barbara Maurais, Don (Raymond Cable)

Dinner was served in the Windham High School Cafeteria prior to the start of the meeting.

No public comment received at this meeting.

Motion by Jeff Vermette and Seconded by Joe Bruno to accept the minutes of the September 10, 2007 meeting. Motion approved 18-0.

Comment was made by member to include the notes and attachments to the minutes so that the community could see the same material as the members see. Suggestion agreed to by consensus.

Copy of the Workshop Notebook from the Drummond Woodsum School Reorganization Workshop Part II "How to Create a Reorganization Plan or an Alternative Plan" was distributed to Committee members. There is permission to reproduce the information for use by Regional Planning Committee Members only.

Chairpersons distributed copies of the Windham / Raymond / Westbrook School Reorganization Planning Subcommittee assignments.

Spelling of Committee member's names needs to be corrected on Tom Bartell and John MacKinnon.

**Governance Committee:**

Tom Bartell, John McKinnon, Roger Ginn, John Robinson, Jim Violette, Tim Driscoll

**Property, Debt Disposition Committee:**

Joe Bruno, Dot Mowatt, Mike Kucsma, Ed Symbol, Tony Plante, Mike Duffy

**Personnel and Transition Committee:**

Stan Sawyer, Greg Smith, Bruce Chuluda, Teresa Sadak, Dot Mowatt, Donn Davis, Jeff Vermette.

### **Education Committee:**

Kate Brix, Sandy Prince, Sandra Caldwell, Colleen Hilton, Suzanne Joyce, Dottie Aube

Roles and Responsibilities of the Subcommittee were distributed. They are listed as:

### **Governance Committee Charge**

The Governance Committee Charge:

1. The units of the school administration to be included in the proposed reorganized regional school district.
2. The size, composition, and apportionment of the governing body.
3. The method of voting of the governing body.
4. The composition, powers, and duties of any local School Committees to be created.

### **Property, Debt Disposition Committee Charge**

The Property, Debt Disposition Committee shall determine:

1. The disposition of real and personal property.
2. The disposition of existing school indebtedness and lease-purchase obligations if the parties elect not to use the provisions of Section 1506 regarding the disposition of debt obligations.
3. The disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds, and other funds appropriated for school purposes.

### **Personnel and Transition Committee Charge**

The Personnel and Transition Committee shall determine:

1. The assignment of school personnel contracts, school collective bargaining agreements and other school contractual obligations.
2. A transition plan that addresses the development of a budget for the first school year of the reorganized unit and interim personnel policies.
3. An estimate of the cost savings to be achieved by the formation of a regional school unit and how these savings will be achieved.

### **Education Committee Charge**

The Education Committee shall explore:

1. Opportunity: How the new reorganized school unit can provide equitable educational opportunities for all students to demonstrate achievement of the content standards of the State's system of learning results.
2. Programs: How the new reorganized school unit can provide rigorous academic programs that meet the requirements of the system of learning results and that prepare students for college, careers and citizenship.
3. Delivery: How the new reorganized school unit can provide uniformity in the delivery of academic programs that meet the requirement of the system of learning results.

Process was discussed and it was decided that each group would meet and there would be a report to the full Committee at the end of each session.

Planning Committee broke into individual subcommittee groups.

### **Report back from the Property, Debt Disposition Committee**

Subcommittee members in attendance: Tony Plante, Mike Duffy, Joe Bruno, Michael Kucsma.

Committee needs to keep it as simple as we can. Subcommittee needs:

- a. Fixed asset recording from each community
- b. Listing of the real estate property from each community
- c. Personal property listings from each community
- d. Fixed asset records from each community
- e. Outstanding debt listing from each community
- f. Listing of lease purchase agreements from each community
- g. Listing of assets from GASB34 that are of \$5,000 or more in value
- h. Total listing of assets from GASB34 to determine if other assets under the value of \$5,000 should be included
- i. Financial Statement from each community from the 2005-2006 audits
- j. Financial audits from each community from the 2006-2007 audits
- k. listing of all debt and bonds and when the debt fall off and/or the bonds expire
- l. listing on what services the individual towns or city supplies that are not included in the
  - a. current school operating budget
- m. Cash management for each community; Explore the interest income drop by town
- n. list of exceptions not to be included of a part of any consolidated school district. Example was given
  - b. as the Bennett Property located adjacent to the Manchester School property.
- o. Location maps of physical property and street layouts
- p. Vocational Center plan and process
- q. need to discuss the percent of operating costs by community

Criteria for listing assets would be to use the GASB34 criteria of items of \$5,000 or more in value.



We need to have the rules checked as to what to do with areas that were funded by either the Land and Water Conservation Fund Grant and the local only funding properties.

Trust funds and Scholarship funds were discussed. First discussion indicated a direction if the trust fund and/or the scholarship was designated prior to the reorganization, then that trust fund and/or scholarship fund should remain with that individual school as it was prior to the reorganization. After the reorganization, the trust fund and/or scholarship would need to be designated by the individual donor or organization to determine proper direction as to the school or entire new district.

### **Report back from the Personnel and Transition Committee**

Subcommittee needs to determine:

- a. Determine what the end dates are for all of the current personnel contracts
- b. Determine what the current open contracts are
- c. Determine the start date of any reorganization as to either July 1, 2008 or July 1, 2009
- d. Determine structure and budget for consolidated unit
- e. Define the perfect school and district and then determine what the district can actually afford and what the community desires

### **Report back from the Governance Committee**

Administration dictated by the State.

Subcommittee ran some numbers for possible governance of the new district. Common number of 11 was discussed. The 11 members would be made up of 4 members from Windham, 4 members from Westbrook and 3 members from Raymond.

Also discussed was the possibility of a weighted vote. Suggestion was to have each member from Windham and from Raymond total 110 votes and then have each of the votes from the Raymond representatives total 140 votes.

Concerns were discussed regarding possible alliances in the voting process. Our desire was not to gang up on one community. The desire was to have the vote based on student prospective. Future property activities could be an issue that needs to be reviewed.

Composition powers and duties were discussed. Layers of duties, advisory committees from each community need to be discussed.

### **Report back from the Education Committee**

Subcommittee discussed the opportunity to start over and reorganize the system

Need to list the pros and cons of consolidation

Need to determine certain programs offered in certain schools

Need to discuss the alternating start times at the higher levels

Need to discuss the wrestling with the local loss of control

Larger organizations are often more complex

Need to establish proposed vision for the next 5-10 years to determine what the new district would look like and offer students.

Future Reorganization Committee meetings would focus around subcommittee work in order to get the subcommittee work completed so that the entire Committee can review and determine direction. Future Reorganization meetings would begin as a whole Committee, receive input from public participation; receive reports back from individual subcommittees, and then break into subcommittees for continuing work.

Individual subcommittees will need to determine if there needs to be additional subcommittee work in order to complete their assigned tasks. The time and frequency of any additional meetings will be determined by the individual subcommittee members.

Suggestion was made to have all of the subcommittee recorders forward the minutes and notes from each committee to Mike Duffy to incorporate into minutes.

Mary Jane indicated that there were charts on the wall for subcommittee members to write messages to other subcommittees to have them consider at future meetings.

Mary Jane also suggested that Committee members read the section of the Drummond Woodsum School Reorganization Workshop Part II "How to Create a Reorganization Plan or an Alternative Plan" that was specific to each subcommittee.

Motion was made by Jim Violette and Seconded by Jeff Vermette that if we consolidate, we focus on a start date of July 1, 2009. Motion passed 18-0.

The next meeting of the Reorganization Planning Committee was scheduled for Tuesday, October 16, 2007 at 5:00 p.m. in the Library Conference Room of Windham High School. **Meeting will start in the Windham High School Cafeteria where food will be served.**

Motion by Roger Ginn and Seconded by Kate Brix for the meeting to be adjourned. Motion approved by unanimous consent at 7:02 pm

### Next Steps

Need to develop the 2008 and 2009 timeline for work process and other work items.

The Raymond School Committee will discuss the issues of school choice.

Committee needs to determine voting regulation for Committee.

Need to determine that all 3 systems are still committed to the consolidation as one unit based on the available information.

Mike Duffy, Secretary

Windham/Raymond/Westbrook

School Reorganization Planning Meeting

Monday, October 16, 2007 @ 5:00 p.m.

Windham High School

Cafeteria

**Committee Members in attendance:** Sandy Prince, Sandy Caldwell, Stan Sawyer, Mary Jane McCalmon, Teresa Sadak, Kate Brix, John MacKinnon, Greg Smith, Bruce Chuluda, Colleen Hilton, Mike Duffy, Joe Bruno, Roger Ginn, John Robinson, Tom Bartell, Ed Symbol, Michael Kucsma, Dot Mowatt, Donn Davis

**Committee members not in attendance:** Suzanne Joyce, Bill Diamond, Jeff Vermette, Jim Violette, Dottie Aube, Tony Plante, Tim Driscoll

**Others in attendance:** Roger Young, Mike Hartwell, Don the Raymond cable operator, Barbara Maurais.

Meeting adjourned at 6:50 p.m.

Next Committee meeting is scheduled for Wednesday, November 14, 2007, beginning at 6:30 p.m. tentatively scheduled for the Windham High School Cafeteria. The Tri-Chairs will lay out the seating for all of the Councilors, Selectmen and School Committee members from all three communities. Alternative location may be needed due to the size of the group.

Mike Duffy, Secretary

Windham/Raymond/Westbrook

School Reorganization Planning Meeting

Monday, October 29, 2007 @ 5:00 p.m.

Windham High School

Cafeteria

**Committee Members in attendance:** Sandy Prince, Sandy Caldwell, Stan Sawyer, Mary Jane McCalmon, Teresa Sadak, Kate Brix, John MacKinnon, Greg Smith, Bruce Chuluda, Colleen Hilton, Mike Duffy, Joe Bruno, Roger Ginn, John Robinson, Tom Bartell, Ed Symbol, Michael Kucsma, Dot Mowatt, Donn Davis

**Committee members not in attendance:** Suzanne Joyce, Bill Diamond, Jeff Vermette, Jim Violette, Dottie Aube, Tony Plante, Tim Driscoll

**Others in attendance:** Roger Young, Mike Hartwell, Don the Raymond cable operator, Barbara Maurais.

Mary Jane opened the meeting and welcomed all.

Mary Jane asked for any public comment or input. No public comments provided.

No minutes from the prior Regional Planning Committee meeting were presented due to computer problems for the recording secretary, Mike.

The first issue discussed was the voting options by the Committee. The Committee chairs wanted to get a pulse as to whether the Committee continued to want to pursue the consolidation efforts for the three communities, or if alterations needed to be made at this time.

The three Superintendent Tri-Chairs met and their recommendation is to meet by community and to discuss for approximately 15-20 minutes and to have each community cast one vote on how that community wants to proceed.

Mike suggested that each community have three votes and with that method, Committee members who did not agree with the majority would have a voice and maybe it would be a more accurate voting picture.

Sandy Prince indicated that this vote was for this measure only and that it would not necessarily be this method for future voting.

Motion was made by John MacKinnon and seconded by Joe Bruno to vote on which communities are included in the 12/1/2007 RSU progress report by consensus. Motion was defeated, 2 in favor and 16 opposed.

Motion was made by Joe Bruno and seconded by Bruce Chuluda that each community cast one vote in order to determine which communities are included in the 12/1/2007 RSU progress report by consensus. Motion passed, 16 in favor and 2 opposed.

Each community went to separate areas to discuss the question of which communities are to be included in the 12/1/2007 RSU progress report to DOE.

Committee members returned to full Committee and a motion was made by Joe Bruno and seconded by Teresa Sadak to affirm the Committee's continuing pursuit of the three communities, Windham, Raymond and Westbrook partnership for RSU 52.

Raymond cast one vote with unanimous consent to continue the three community pursuit.

Windham cast one vote to continue the three community pursuit. Mike mentioned that some of the Committee members are not totally sold on the benefits of a three-way consolidation; however, they did not have enough information, especially financial, to determine the most beneficial way for Windham to proceed. Although not unanimous, the Committee members present for Windham cast the one vote to continue the three community pursuit.

Westbrook cast one vote to continue the three community pursuit. Westbrook members mentioned, similar to Windham's comments, that some of the Committee members are not totally sold on the benefits of a three-way consolidation; however, they did not have enough information, especially financial, to determine the most beneficial way for Westbrook to proceed. Although not unanimous, the Committee members present for Westbrook cast the one vote to continue the three community pursuit.

Results of the vote on the motion to affirm Committee pursuit of the three communities, Windham, Raymond and Westbrook partnership for RSU 52, was 3 votes in favor, no votes opposed. Motion passed.

The subcommittees met briefly to discuss information received, information needed and future direction.

### **Subcommittee report backs:**

#### **Report back for the Governance Subcommittee**

Brief time used to discuss and focus on the weight vote proposal.

### **Report back of Property, Debt Disposition Subcommittee**

Brief time used to discuss and focus on spreadsheet provided showing Falmouth, Cumberland and North Yarmouth data on one sheet and what the expected expenses would be for each community. Subcommittee agreed to pursue that format and to have detailed backup to spreadsheet figures.

### **Report back of the Personnel & Transition Subcommittee**

Brief time used to discuss and focus on operational structure and budget.

### **Report back of the Education Subcommittee**

Brief time used to discuss the opportunity to start over and reorganize the system and what would it look like. The need to list the pros and cons of consolidation. The need to determine certain programs offered in certain schools. The need to discuss the alternating start times at the higher levels. The need to discuss the “wrestling” with the local loss of control. The need to determine the pros and con of larger organizations are often more complex. The need to establish proposed vision for the next 5-10 years to determine what the new district would look like and offer students.

Sandy Prince indicated that the three Tri-Chair Superintendents would be meeting to compile the progress report that is due to the DOE no later than 12/1/2007. The Tri-Chairs would like to have details from each subcommittee as to what their current status is in compiling the information, what is completed, what is in process and what items still need to be addressed. Sandy Prince requested the information no later than November 7, 2007, and asked each subcommittee chair to forward their information to Joyce prior to this date. If received by November 7, 2007, it would allow time for beginning the compiling of the progress report and would allow that the information be distributed to the Town/City Councilors and Selectmen in Windham, Westbrook and Raymond and to distribute information to all School Committee members in Windham, Westbrook and Raymond prior to the joint meeting scheduled for November 14, 2007.

Sandy Prince and Mary Jane asked if there were any last comments from the public and there were none.

Meeting adjourned at 6:50 p.m.

Next Committee meeting is scheduled for Wednesday, November 14, 2007, beginning at 6:30 p.m. tentatively scheduled for the Windham High School Cafeteria. The Tri-Chairs will lay out the seating for all of the Councilors, Selectmen and School Committee members from all three communities. Alternative location may be needed due to the size of the group.

Mike Duffy, Secretary

Windham/Raymond/Westbrook

School Reorganization Planning Meeting

Wednesday, November 14, 2007 @ 6:30 pm

Windham High School

Cafeteria

**Committee Members in attendance:** Sandy Prince, Sandy Caldwell, Stan Sawyer, Mary Jane McCalmon, Jeff Vermette, Teresa Sadak, John MacKinnon, Greg Smith, Kate Brix, Dottie Aube, Bruce Chuluda, Colleen Hilton, Mike Duffy, Tony Plante, Joe Bruno, Roger Ginn, Tim Driscoll, Tom Bartell, Ed Symbol, Michael Kucsma,

**Committee members not in attendance:** John Robinson, Suzanne Joyce, Bill Diamond, Jim Violette, Donn Davis, Dot Mowatt

**Windham Town Councilors and Windham School Committee Members in attendance:** Bob Muir, Liz Wisecup, Donna Chapman, Mary Wassick, Donna Cobb, Jeff Pierce.

**Westbrook City Councilors and Westbrook School Committee Members in attendance:** Jay Casavant, Michael Foley, Don Perkins, Maria Dorn, Suzanne Bearor

**Raymond Selectmen and Raymond School Committee Members in attendance:** Mark Gendron, Lawrence Taylor, Kevin Woodbrey, Wendy Trask.

**Town/City Managers in attendance:** Don Willard, Raymond Town Manager; and Jerre Bryant, Westbrook City Administrator

**Others in attendance:** Michael Hartwell, Reporter Current Publishing/Lake Region Weekly; Don, the Film Director from Raymond; Veselin Kupuric, Film Director from Westbrook; Barbara Maurais, President Windham Professional Support Staff Union; Sally Plourde, President Westbrook Education Association; Shelby Wassick, student Windham High School.

Jeff Pierce, Chairman of the Windham School Committee, welcomed those in attendance and thanked them for their time and interest. Meeting began at 6:45 p.m. due to invited people arriving after the 6:30 start time.

Mary Jane McCalmon was introduced as our Facilitator and she welcomed all and requested that we all introduce ourselves and what our position is within our respective communities.

After the introductions, Mary Jane mentioned that the purpose of this meeting was to give the Committee an opportunity to update the respective community leaders on the work-to-date by the Committee on the School Consolidation process.

Mary Jane said that the Chairs of each of the Sub-Committees would give a brief update on the committee's work-to-date and would inform all on the remaining work to be addressed.

## Sub-Committee Reports

### Governance Committee ---Roger Ginn

Progress Report for the Governance Committee  
Westbrook, Windham and Raymond  
November 2007

Committee Members: Tom Bartell, John McKinnon (Windham); Roger Ginn, John Robinson (Raymond); Jim Violette, Tim Driscoll (Westbrook)

The Governance Committee Charge:

1. The units of the school administration to be included in the proposed reorganized regional school district.  
The three units are Raymond Westbrook and Windham.
2. The size, composition, and apportionment of the governing body.  
(See below)
3. The method of voting of the governing body.  
(See below)
4. The composition, powers, and duties of any local School Committees to be created.  
There will be no local School Committees.

METHOD "B" WEIGHTED VOTING							% DEVIATION OF VOTING POWER
MUNICIPALITY	2006 Est. CENSUS	% POP	TOTAL VOTES (995 to 1005)	# DIR	VOTES PER DIRECTOR		
Raymond	4601	12.3%	123	3	41		4.1%
Windham	16546	44.3%	444	4	111		11.1%
Westbrook	16201	43.4%	434	4	109		10.9%
TOTALS	37348	100.0%	1001	11			
	1000 /	11	=	9.1%	= Average		
		PLUS		2.0%			
				11.10			

Questions from those in attendance included the reasons for choosing the process and other voting options were discussed.



## **Property, Debt Disposition Subcommittee---Mike Duffy**

### **Charge of the Subcommittee**

The Property, Debt Disposition Subcommittee shall determine:

1. The disposition of real and personal property.
2. The disposition of existing school indebtedness and lease-purchase obligations if the parties elect not to use the provisions of Section 1506 regarding the disposition of debt obligations.
3. The disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds and other funds appropriated for school purposes.

### **Property, Debt Disposition Subcommittee Members**

Raymond Members: Joe Bruno, Dot Mowatt

Westbrook Members: Mike Kucsma, Ed Symbol

Windham Members: Tony Plante, Mike Duffy

The subcommittee is in the process of compiling a listing and data from Raymond, Westbrook and Windham in relation to all real property, interests, including without limitation, land, buildings, and other improvements to realty, easements, option rights, first refusal rights and purchase rights, and all fixtures of the school administration unit shall be property of the region. We need to determine the method of transferring to the Regional School Unit Board such deeds, assignments or other instruments of transfer as in its judgment is necessary to establish the Region's right, title and interest in such property.

The subcommittee needs to continue to compile and to finalize the listing of the above and we need to place a value on the properties and fixtures by Community. We need to determine if there are any easements and rights pertinent to the regionalization process. We need to determine what properties are to be/should be omitted from the regionalization plan and the reasons for the omitting.

The subcommittee is in the process of compiling a listing and data by community of all Personal Property and the appropriate value. All other school property, including movable equipment, furnishings, textbooks and other curriculum materials, supplies, inventories, software, leases, licenses and right of use, records, and contract rights including transportation, maintenance and uniform contracts shall become the property of the region as successor of the SAU.

The subcommittee needs to continue to compile and to finalize the listing of the above and we need to place a value on all personal property of each of the three school districts. We need to determine if there is any personal property that should be omitted from the regionalization plan and the reasons for the omitting that property.

The subcommittee needs to compile the data and determine if there are cases where real or personal property is shared or is jointly used by the SAU with a municipality or other party, the regional school unit shall be the successor in interest to the SAU, unless that shared or jointly

used property has been excepted in the list of excepted real property or as applicable, the list of excepted personal property.

The subcommittee is in the process of compiling a listing and data in regards to the bonds, notes, and lease purchase agreements from each community. The region shall assume liability to pay the listed bonds, notes and lease purchase agreements. The subcommittee needs to recommend any bonds, notes or lease purchase agreements that will not be transferred to the regional unit.

The subcommittee needs to compile a listing of new Capital Project Debt that the region will issue and assume and we need to compile a listing of new Capital Project Debt that the new region will issue but will not assume.

The subcommittee needs to determine if there is any defaulted debt as this debt is excluded from being assumed.

The subcommittee needs to determine if there is any other debt that the region will not assume liability for; any bonds, notes, or lease purchase agreements issued by the SAU prior to the operative date of the region.

The subcommittee needs to determine the disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds and other funds appropriated for school purposes. These existing financial obligations would include all accounts payable, any financial obligation which under generally accepted accounting principals would be considered expenses of the SAU for any year prior to the year the RSU becomes operational, whether or not such expenses were budgeted by the SAU in the year the obligations were incurred, including summer salaries and benefits.

The subcommittee needs to determine the handling of remaining balances. The balance remaining in the SAU's school after the SAU has satisfied existing financial obligations in accordance with this plan shall be paid to the treasurer to the regional school unit, verified by audit and used to reduce that SAU's contribution as provided by Section XXXX-43(4). The School Board of the district shall specify in writing to the Regional School Board how the region shall allocate transferred remaining balances between district members.

The subcommittee needs to identify and discuss the transferring of remaining balances of reserve funds to regional school units. Unless otherwise provided by applicable law, a transferred reserve fund shall be used in accordance with its original purpose to benefit a school or schools of an SAU.

The subcommittee needs to identify and discuss the transferring of remaining balances of scholarship funds to the region. Scholarships shall be limited to the original pool of potential recipients unless provided by the donor or by applicable law.

The subcommittee needs to identify and determine cost sharing in the regional school units. The reorganization plans need to include school administrative costs sharing agreements in existence on June 7, 2007 that were adopted pursuant to P.L.2005, Chapter 2 (a.k.a. L.D.1) or pursuant to a private and special law. The reorganization plan should address the continuing status of the cost sharing formula.

The subcommittee needs to identify and determine tuition contracts and school choice costs and issues.

The subcommittee needs to identify and determine claims pending against school administrative units when they cease operation and are replaced by the new RSU's. These claims may be lawsuits, Human Rights Commission complaints, special education due process proceedings, worker's compensation claimant, and other types of claims or proceedings. We need to determine how the region will handle the above on a case-by-case basis.

The above report was highlighted and not reported verbatim.

Discussion after the report was on the timing and decision on the School Choice issue with the Raymond High School students. Raymond members indicated a straw poll was taken at the polls at the last election and the unofficial results indicated that of those people who stopped at the table, the vast majority of the people were in favor of retaining the school choice option or remaining as they were now and a smaller percentage favored elimination of school choice.

Raymond members indicated that they were working on a timetable to address the school choice option and plan for town resident input and voting.

Discussion was also held on the comment of school closing and the Committee indicated that when the Committee refers to "disposition" it does not mean closing; it means the transfer of the property from the Individual City, Town or School District to the new Regional School Unit.

Individuals in attendance indicated frustration that the issues have not been finalized more as the time for making firm decisions is near.

Sandy Prince indicated that the three Superintendents met this afternoon for two hours and they would be making a recommendation at the next Regional Planning Committee meeting on Monday, November 19, 2007 that a referendum is held in all three communities in April of 2008. This date hopefully will not conflict or confuse other voting matters or city/town business.

The main comments on the April referendum date was that some of those in attendance did not feel that the information would be ready by that date to properly inform the citizens of the facts, features and benefits of their vote.

## Personnel and Transition Committee—Greg Smith

### STATUS REPORT

11-05-07

Committee Members: Donn Davis, Chair; Jeff Vermette (Windham); Teresa Sadak, Dot Mowatt (Raymond); Bruce Chuluda, Greg Smith, Stan Sawyer (Westbrook)

The Personnel and Transition Committee (PTC) met on October 3<sup>rd</sup>, October 29<sup>th</sup> and November 5<sup>th</sup>.

The PTC fully understands that the decision to enter into a Regional School Unit (RSU) is a community-based decision and the following information is simply intended to inform---through data collection---the stakeholders of the possible scenarios in an effort to aid decision-making.

The PTC has discussed the assignment of senior and mid-management personnel contracts. These discussions have led to the development of a preliminary and tentative organizational structure that may serve the newly created Regional School Unit (RSU). A draft of the organizational chart (Exhibit 1) is included with this status report. The PTC is in the process of developing a financial projection of administrative functions at the senior and mid-management level based on the draft organizational chart. It is important to note that the financial projections will be based on a comparative of administrative functions *as they exist in 2007-2008*. This is to say that in order to predict future savings, it is necessary to learn the *current* costs associated with administrative functions. It is equally important to note that certain central office employment contracts will carry into the new RSU (examples of those contracts are those of superintendents, assistant superintendents, special services directors, curriculum directors, etc). Hence, there will be transition expenses until such time as the various personal contracts expire.

The PTC will be undertaking a limited review of the various labor contracts in the three communities. Currently, the Windham administrator and support unit contracts expire in 2008, while the teacher's contract expires in 2010. Currently, the Raymond administrator and teacher's contract expire in 2008, while the support staff contract expires in 2009. Westbrook is currently negotiating expiring contracts for their administrators and support staff. The Westbrook teacher contract will expire in 2010. The focus of the review will be primarily on salary/wage comparatives and benefit comparatives (fiscal considerations) and will not include a review of language matters.

The PTC is currently matching the chart of accounts of the budgets of the three communities in order to develop a consolidated budget. As in the case of salaries, the budget will simply aggregate costs for the *current* 2007-2008 fiscal year (July to June 30). It is our intent to have discussions amongst the three communities during the development of the 2008-2009 operating budget in order to project 2008-2009 spending.

The PTC intends to review the various personnel policies of the three communities to make recommendations as to temporary successor policies until such time as the RSU becomes operational. Lastly, it is the intent of the PTC to become informed as to the work of the other sub-committees of the Windham/Raymond/Westbrook Regionalization Planning Committee in order to align budget projections to their recommendations (Governance, Asset and Liability Disposition, and Education sub-committees). This coordination will allow the PTC to prepare an initial 'end-state' operating budget.

## **Contract Expiration Dates**

**October 29, 2007**

	<b><u>Administrative</u></b>	<b><u>Support</u></b>	<b><u>Teacher</u></b>
<b>Westbrook</b>	<b>2007 (currently expired)</b>	<b>2007 (currently expired)</b>	<b>2010</b>
<b>Windham</b>	<b>2008</b>	<b>2008</b>	<b>2010</b>
<b>Raymond</b>	<b>2008</b>	<b>2009</b>	<b>2008</b>

The above report was highlighted and not reported verbatim.

The Committee distributed a tentative organization chart and reminded those in attendance that it was a work-in-progress. Questions regarding the level of staffing required under the Main Director would be necessary as they felt that if one Special Education Director is busy more than 40 hours, the question was how that one individual could possibly take on two additional districts and the questions revolved around the next level of support needed in each district. Another example was that the current Directors are hands-on in their individual districts and the feeling was that with three communities, the time that the individual would spend in their individual community would not be the same as currently spent. This would require a Director that would need to be paid more and the need for three supervisor-type individuals, one for each community. Currently there are only three individuals and the feeling was that staff would increase due to the consolidation instead of decreasing.

Questions also were addressed regarding the current direction of each community regarding the currently expired and soon-to-be expired contracts. The feedback was that each community needed to address the contract situation that would best suit their individual communities as we did not know the final outcome of the consolidation vote.

### **Education Committee—Colleen Hilton**

Kate Brix, Sandy Prince, Sandra Caldwell, Colleen Hilton, Suzanne Joyce, Dottie Aube

The Education Committee shall explore:

1. Opportunity: How the new reorganized school unit can provide equitable educational opportunities for all students to demonstrate achievement of the content standards of the State's system of learning results.
2. Programs: How the new reorganized school unit can provide rigorous academic programs that meet the requirements of the system of learning results and that prepare students for college, careers and citizenship.

3. Delivery: How the new reorganized school unit can provide uniformity in the delivery of academic programs that meet the requirement of the system of learning results.

Discussed the opportunity to start over and reorganize the system. Listed the pros and cons of consolidation. Determine certain programs offered in certain schools, including magnet schools and Distance Learning. Discussed the alternating start times at the higher levels. Need to discuss the wrestling with the local loss of control. Larger organizations are often more complex. Need to establish proposed vision for the next 5-10 years to determine what the new district would look like and offer students.

Discussion from some of those in attendance indicated that this consolidation was not sold to the citizens of the State as a change to reorganize the delivery of services or how education could best be delivered. The consolidation was presented as a cost savings method for the local communities. Discussion was held on the actual cost shifting from the State paying to the cost being absorbed more by the local taxpayer.

The majority of those in attendance thanked the individual members for all of their time and work up to this point. Discussion from some of those in attendance expressed frustration at the current lack of detailed financial numbers and bottom line figure as to what the actual cost will be if we consolidate and with whom we consolidate. The frustration was also evident that we could not, as of yet, come up with a mill rate or a tax number that would indicate to each citizen of each community the cost benefit of consolidation.

Jeff Pierce thanked the individual Committee members for all of their time and work up to this point. Jeff indicated that a lot of information was distributed and discussed. Hopefully the Committee received valuable input from the City/Town councilors and School Committee members not on the Regional Planning Committee.

Mary Jane thanked all for their attendance and input and adjourned the meeting at 9:00 pm.

**The next Regional Planning Committee meeting is scheduled for Monday, November 19, 2007 at 5:00 p.m. in the Windham High School Cafeteria.**

Windham/Raymond/Westbrook  
School Reorganization Planning Meeting  
Monday, November 20, 2007 @ 5:00 pm  
Windham High School Cafeteria

**Committee Members in attendance:** Sandy Prince, Sandy Caldwell, Stan Sawyer, Mary Jane McCalmon, Teresa Sadak, John MacKinnon, Greg Smith, Kate Brix, Bruce Chuluda, Colleen Hilton, Mike Duffy, Tony Plante, Joe Bruno, Roger Ginn, Tom Bartell, Michael Kucsma, Dot Mowatt, Donn Davis

**Committee members not in attendance:** John Robinson, Suzanne Joyce, Bill Diamond, Jeff Vermette, Jim Violette, Dottie Aube, Tim Driscoll, Ed Symbol.

**Others in attendance:** Don, the Film Director from Raymond

Sandy Prince opened the meeting by welcoming and thanking all for their attendance and participation. Sandy mentioned that dinner was ready and members could help themselves whenever they wanted.

Sandy Prince then asked for any public comment. There were no public comments.

Sandy Prince then asked for approval of the prior minutes. Mike indicated that the minutes were completed and were given to Joyce and the minutes have not been distributed to the members. Sandy indicated that he will request that Joyce forward copies of the prior two meetings to the members so that we can vote on the minutes of October 29, 2007, November 14, 2007 and November 19, 2007 at the next meeting.

Sandy Prince and Mary Jane moved into a discussion period as to the feedback from the joint meeting held on November 14, 2007 with members from the individual City/Town Councils and Selectmen, along with members from the individual community School Committees.

Comments included:

1. Comments need to be delivered with more sensitivity. Some members felt that comments directed to either Planning Committee members or local communities were unnecessary and uncalled for. Some members felt that there were "cheap shots" taken at a community and that the comments were uncalled for.
2. "Nasty" comments were made and were uncalled for.
3. Based on the reaction from the elected officials in the communities, we need to educate people a lot more on the process and working of the law and the work.
4. Some of the elected officials appeared to be uneducated as to what the new law will do to local taxes and education.
5. Some officials wanted the bottom line as to what the mil rate would be or the amount of savings and did not realize that the Committee needs to collect the data in order to get to the bottom line.
6. Some members felt that comments were not appropriate, but given the lack of financial information, the elected officials were expressing frustration at the process and not the individual Committee members or communities.

7. Comment was made that we are all under an unreasonable timeline determined by the State and that there is not enough time to do the process and to do it right.
8. Comment was made that we are trying to do too much in the Regional Planning Committee and that we should focus on the consolidation and not focus on the matters that we will have no control of once, and if, we consolidate. The discussion of revamping education should be left to the new RSU Board of Directors and the new administration because if we make a plan, the new administration and Board are not held to those decisions.
9. Comment was made that we should focus on one direction and not on three. Feedback was given that the data that we are collecting is data that is needed if we stand alone, consolidate with one district, or consolidate with two districts.
10. Comments and questions as to what would be considered a “stopper” that would halt the consolidation in any community. Not everything is going to be great for each community and we will need to know what the stopper/stoppers will be for each community.
11. Comments made that we are still very early in the process and that we currently do not have concrete answers that people are looking for.
12. Comments made that we need to know what the critical issues are from segments of our communities. The question submitted was:

What are the three (3) most critical issues from the *Regional Planning Committee* regarding a stand-alone process; a consolidation with one other school district, or a consolidation with two other school districts?

What are the three (3) most critical issues from the *local School Committee* regarding a stand-alone process; a consolidation with one other school district, or a consolidation with two other school districts?

What are the three (3) most critical issues from the *individual town/city residents* regarding a stand-alone process; a consolidation with one other school district, or a consolidation with two other school districts?

Examples or answers could be monetary impact, overall savings, education value etc.

Question was directed to the three Superintendents and asked why it was a good decision to have the three communities consolidate.

Stan Sawyer indicated that he felt that there was a commonality between the three communities. Westbrook accepts tuition students from Raymond; Westbrook and Windham already share a 21<sup>st</sup> Century grant; Westbrook accepts students from Raymond and Windham at the Vocational Center; Good match for all three communities; Consolidation would keep some of the existing programs that could be at risk if a stand-alone alternative is chosen. This is the first wave of consolidation and Stan feels that there could be additional consolidation down the road.

Sandy Caldwell indicated that she felt that the three-way consolidation with Raymond, Windham and Westbrook were natural partners. The decision was not pre-arranged as both Westbrook and Windham were schools of choice for Raymond students. Consolidation with the three communities balanced the strengths and weaknesses of the three communities and the three communities complement each other.

Sandy Prince indicated that he felt that we needed to do due diligence to determine if the three-way consolidation was a good mix. The relationship makes sense. The advantages and disadvantages are currently unknown. Sandy feels that we do not have to consolidate to achieve educational benefits and



financial savings as the Sebago Alliance is an avenue already in place for that. Even if we did consolidate, the Sebago Alliance would offer additional savings in the future.

Mary Jane mentioned that they received a different answer from the Department of Education regarding the Progress Report that is due to the DOE on December 1, 2007. The DOE now indicates that the Plan needs to be signed by the local School Committee, School Board Chair or his/her designee. This is a reversal of the prior decision that no approval or signatures were necessary.

Discussion followed that the local School Committees should discuss the Progress Plan distributed to all members at the November 14, 2007 joint meeting and sign the cover sheet so that the Plan can be presented.

The motion for the School Committee boards should read something like:

Consideration and action to submit the work-in-progress for the Regional Planning Committee of Raymond, Westbrook and Windham as of November XX, 2007 to the Department of Education with the understanding that there is no final decision or direction or a commitment to a final consolidation plan or direction.

Mary Jane thanked all for their attendance and input and adjourned the meeting at 6:33 p.m. Mary Jane and the three Tri-Chairs wish all a Happy Thanksgiving.

**The next Regional Planning Committee meeting is scheduled for Monday, December 3, 2007 at 5:00 p.m. in the Windham High School Cafeteria.**

Windham/Raymond/Westbrook  
School Reorganization Planning Meeting  
Monday, December 17, 2007 @ 5:00 p.m.  
Windham High School Cafeteria

**Committee Members in attendance:** Sandy Prince, Sandy Caldwell, Stan Sawyer, Mary Jane McCalmon, Teresa Sadak, Greg Smith, Kate Brix, Bruce Chuluda, Colleen Hilton, Mike Duffy, Joe Bruno, Roger Ginn, Tom Bartell, Michael Kucsma, Donn Davis, John Robinson, Jeff Vermette,

**Committee members not in attendance:** Suzanne Joyce, Bill Diamond, Jim Violette, Dottie Aube, Tim Driscoll, Ed Symbol. John MacKinnon, Tony Plante, Dot Mowatt,

**Others in attendance:** Don, the Film Director from Raymond; Michael Hartwell from the Lake Region Weekly.

Dinner was available prior to the start of the meeting and members could help themselves whenever they wanted.

Mary Jane opened the meeting at 5:15 p.m. and requested any public comments or input. There were no public comments or input.

Mary Jane asked for approval of the minutes from the October 29, 2007, November 14, 2007 and the November 19, 2007 Regionalization Planning Committee meetings.

Motion was made by Teresa Sadak and seconded by Colleen Hilton to accept the minutes as presented.

Bruce Chuluda mentioned a correction to the minutes of November 14, 2007. The correction was that the correct spelling of the Westbrook City Administrator's name was Jerre Bryant and he is the City Administrator and not the City Manager.

Stan Sawyer indicated that Mike Foley and Brenden Reilly were not in attendance at the November 14, 2007 as was indicated in the minutes.

Motion to accept the minutes with the above-mentioned corrections approved 17-0.

Stan Sawyer mentioned that the Westbrook Support Staff contract has been ratified through 2010.

Sandy Prince updated the Committee on the response from the Commissioner of Education regarding the December 1, 2007 Regionalization Planning Committee update that was submitted under the terms of the law.

Sandy said that the Commissioner indicated that:

- We provided the requested information.

- The actual number of students for which the proposed RSU was fiscally responsible as of October 1, 2006 was 6040.
- We were asked to organize and submit our final Plan language by item, either by referencing the reorganization law itself or by using Drummond Woodsum template.
- They were unable to complete their review of the items submitted as “in progress” or “not yet started;” however, their preliminary review notes the following:

#### Required elements

1. Please clarify this section.
- 2 & 3. Staff determined that the apportionment of the Board is in compliance with 20-A MRSA Section 1472.
- 4-11. Please continue work on these sections.
12. Each Regional School Unit’s Plan must provide an estimate of the cost savings to be achieved by the formation of a Regional School Unit and how these savings will be achieved in accordance with 20-A MRSA 146 (3)(A)(12) and in sufficient detail to provide clear direction for the new Regional School Unit. Please provide the information regarding estimated cost savings.

#### Parameters

- D. Please continue work on this section.
- E. NOTE: If you have given an operational date of July 1, 2009 or later, see Cover sheet, Footnote 6.

#### Submission of Revisions

Please provide the additional materials to complete your Plan by **February 1, 2008**. Please include:

- Any additional data required
- An updated Submittal Page with Signatures
- An updated Cover Sheet Checklist
- A copy of the Response from the Commissioner dated 12/14/2007

The Commissioner strongly recommends that we have our own legal advisor(s) review the details of any particular transaction proposed in the Plan, especially the disposition of property, to debt and to employee contracts/relations.

Teresa Sadak mentioned the need for financial data. Roger Ginn requested a definition of what are cost savings and how do we show or measure the cost savings.

Donn mentioned that the comparison of the 3 district budgets is almost completed. This budget will show a combined Windham, Raymond and Westbrook 2007-2008 budget in a format so that the Committee can compare similar costs and line items.

### Community Planning Committee

Mary Jane indicated at the last meeting that each community was supposed to get together and discuss the most critical issues or barriers that they felt stood in the way of achieving the consolidation goals. Each community has met separately since the last meeting to discuss the issues and to come up with 3 or 4 issues or barriers that they felt needed to be addressed.

Raymond indicated the following issues or barriers:

1. Debt Service—Current formula would not appeal to Raymond voters.
2. Tax Burden—No higher taxes to the Town of Raymond.
3. Not to get accurate information out to the public prior to the misinformation getting out.

Westbrook indicated the following issues or barriers:

1. Will the three communities assume the local-only debt?
2. The merging of real property.
3. Will choice remain for Raymond?
4. Will we have the ability to negotiate cost sharing?
5. Governance and loss of local control.
6. Communities have been told that savings would be realized. Will there be any short- or long-term savings? What will be the cost of merging contracts?
7. Will contracts for services between city and school still be permitted?
8. What are the “climate” differences? Can they be resolved and can trust be established?

Windham indicated the following issues or barriers:

1. Frustration on the rush to get all consolidation completed.
2. Are we rushing the process?
3. Could we phase in the consolidation: first consolidate Windham and Raymond, and after that consolidation is completed, then consolidate with Westbrook.
4. Can we do the process well?

After the individual community meetings, a group from each community met collectively to formulate a strategy. The group recommends:

1. Getting the current reports and financial information that we have out on the table.
2. Dire need to have financial information, especially regarding cost savings and cost sharing.
3. Agreed on the need to go directly to Augusta.
4. Request a meeting directly with the Commissioner and Jim Rier to discuss our issues and concerns.

Sandy mentioned the need for the detailed cost savings and the direction of the financial picture. Sandy indicated that the three Chair people requested a meeting with the Commissioner of Education and Jim

Rier to get the needed financial information. The meeting is scheduled for Wednesday, December 19, 2007 from 11:00 a.m. to 1:00 p.m. Sandy Prince, Sandra Caldwell, Stan Sawyer, Donn Davis, Michael Kucsma, and Dot Mowatt are planning to attend.

Stan mentioned that any Committee member is more than welcome to attend. Please let your Superintendent know if you are interested in attending the meeting on the 19<sup>th</sup>.

Rep. John Robinson was asked about the status of the legislation in Augusta. John indicated that LD1932 was voted out of committee by an 11-2 vote. John does not expect to see many floor amendments. The session is scheduled to begin the first week of January 2008. John expects another bill to address other issues in the school consolidation law to come out later in the session. John mentioned that the Commissioner indicated that the local communities would have the option not to assume local debt of other communities. John did not know if this was her opinion or a proposal to change the current wording of the law.

### Finance and Transition

Donn indicated that since the last meeting, the request was sent to the Committee through the Superintendents for financial questions that they would like to see answered at the meeting with the Commissioner and Jim Rier on December 19, 2007.

Donn also mentioned that the proposed organizational chart representing the consolidation downsizing/right sizing would be pursued with the Superintendents.

The subcommittee requested all of the negotiated contracts from each of the three communities.

The three-district budget is almost completed. This budget will show a combined Windham, Raymond and Westbrook 2007-2008 budget in a format that will allow the Committee to compare similar costs and line items.

### Questions regarding finances:

- Information regarding the proposed numbers in the ED281 for 2008-2009, 2009-2010 and 2010-2011.
- Can the communities agree to share in local-only debt?
- Can the communities agree that the communities that have more offerings (All-Day K, for example) pay for specific offering by community vs. complete RSU sharing? Share the same concept with labor contracts? If this is allowable, would you offer a timeframe that these specific agreements should be honored (3 years, 5 years, forever)?
- Will the DOE be able to communicate how the changes in State Aid to Education affect the member communities individually and collectively?
- If the key components are changing in a negative way (say averages) and decreasing student counts, how would that impact a community that has stable, even valuations and rising student counts into the future? Won't that scenario drive up costs in the stable/rising community?
- Merger related costs. Projection for disparity in administrative and instructional practices.

- Allocation of resources. What financial support is available from the DOE for consolidation due to the large amount of work needed to be done and the large price anticipated for attorney and legal opinions?

Mary Jane thanked all for their attendance and input and adjourned the meeting at 6:48 pm.

**The next Regional Planning Committee meeting is scheduled for Monday, January 7, 2008 at 5:00 p.m. in the Windham High School Cafeteria.**

Windham/Raymond/Westbrook  
School Reorganization Planning Meeting  
Monday, February 4, 2008 @ 5:00 pm

Windham High School Cafeteria

Attendees: Colleen Hilton, Greg Smith, Teresa Sadak, Dot Mowatt, Sandy Prince, Mary Jane McCalmon, Stan Sawyer, Donn Davis, Roger Ginn, Tony Plante, Michael Kucsma, Joe Bruno, Kate Brix, Mike Duffy, Jeff Vermette.

Committee members not in attendance: Sandy Caldwell, John Robinson, Tom Bartell, Bruce Chuluda, Dottie Aube, Ed Symbol, John MacKinnon, Jim Violette, Tim Driscoll, Suzanne Joyce.

Others in attendance: Toby Pennels, School Committee member from Windham.

No public participation as no one from the public was in attendance.

The meeting was not filmed as the gentleman who normally films the meetings was not in attendance.

Teresa Sadak updated the Committee on Sandy Caldwell. Teresa indicated that Sandy was injured and she was in the hospital for three days, last Thursday, Friday and Saturday. Sandy is recuperating and will be in touch via email during her absence.

Motion made by Roger Ginn and seconded by Joe Bruno to accept the minutes of the December 17, 2007 Regional Planning Committee as written. Motion passed 14-0.

Mary Jane indicated that the Committee asked for "real" numbers. The Superintendents and Business Managers/ Assistant Superintendents have been working diligently on the numbers. They met with the Commissioner of Education on December 17, 2007. Donn will present the numbers that they have.

Donn indicated that the Personnel/Transitions sub-committee focused on the staff necessary to effectively and efficiently operate the RSU at the senior level and certain middle management levels. (Exhibit 1-Proposed Organization Chart)

The possible reduction in expense would take into account a reduction in 16.5 positions that could be eliminated. The combined reduction in expense to the new RSU would be in the realm of \$700,000, taking into account both salaries/wages and benefits. (Exhibit 2 Raymond/ Westbrook/Windham Staff Reductions/Increases (FTEs))

As a point of reference, the Department of Education has developed a "Model Budgeting and Staffing Levels for System Administration for School Year 2007-2008." The printout describes their view of budget and staff at the senior administrative level. It is included as information only as the template only goes up to a consolidated district of 4,500 students. A combined Raymond/Westbrook/ Windham district would have approximately 6,000 students. (Exhibit 3 – "Model Budgeting and Staffing Levels for System Administration for School Year 2007-2008")

The January 31, 2008 Revised-Preliminary DOE Budget Category Summary displays the FY 08 (current)

budgets of each district and aggregates them in the new format. (Exhibit 4 – January 31, 2008 Revised-Preliminary DOE Budget Category Summary)

### **Possible increases in expenses**

It is known that there will be added expenses to the consolidation as well. There would be start-up costs associated with the new Regional School Unit (RSU). For example, the RSU will need legal services in the development of the RSU, property transfers (title searches, deeds, etc.) and cost of incorporation. Additional costs would be associated with the need for elections in each of the communities; the need for independent and joint professional audit services; the development of RSU banking needs/services and the development of a single electronic data processing system (both educational and administrative) for the new RSU. Lastly it is likely that there will be added expenses in the area of human resources (salaries/wages and benefits) at such time as successor labor contracts are negotiated by the new RSU Board of Directors. We utilized the services of Drummond Woodsum and McMahon to compare the various labor contracts of the three school systems. Exhibit 5 is the comparison and is organized by the various roles, starting with teachers. All of the above expenses are estimated to be in the realm of \$500,000.

Exhibit 6 – Windham, Raymond, and Westbrook 5-year Budget comparison displays “go forward” budget projections based on the specific budget history of each community. This exhibit does not include debt service as it was felt that the inclusion of the debt service would not allow for an apples-to-apples comparison. This exhibit also includes both the reduction in expenses and the increase in expenses. It is predicted on net savings of \$200,000 per year.

For discussion purposes, Sandy, Donn, and Mary Jane distributed a four-page handout titled “RSU Start-up Work.” Information included start-up items, cost considerations, and timeframe. The start up items were: School Board elections; Selection of Superintendent and office staff; Office space; Vacancies; Insurance; Workers Comp and Unemployment; Personnel Policies; IRS/Federal Government issues – E RATE / TINs / 125's / TSAs; State government for sales tax exemptions, fuel reimbursement, licenses, etc. (Exhibit 7 – RSU Start-Up Work)

Donn also distributed the RSU start-up costs for MSAD 51 and Falmouth. This consolidation indicates an anticipated start-up cost of approximately \$515,000. The total includes: \$150,000 for legal costs for deeds, property transfers, policies, personnel matters, incorporation costs, collective bargaining costs, elections; \$75,000 for Independent and Collaborative Audit Services. This would include Revenues Services - IRS and State; tax exempt certificates, banking, finalized audits; \$115,000 for System Office Established. This would include network, software license/training, hardware, moving company cost; and \$175,000 of interim personnel cost. (Exhibit 8 – MSAD 51 / Falmouth RSU start-up cost)

Donn also distributed a handout titled “Cost Savings Possibilities to Investigate.” This handout listed 16+ ways for possible cost savings. They included: electronic funds transfers instead of checks; contract bids/volume savings; Reduction of Administrative Personnel; Shared itinerant teachers; Technology systems; Hiring full-time OT, PT, etc., instead of contracted services; Regionalization of SpEd programs; Efficient assignment of students among schools/programs; Reduction of rental property; etc. (Exhibit 9 – Cost Savings Possibilities to Investigate)

Shared thinking of those in attendance regarding the financial results presented and direction. Mary Jane asked for feedback from each individual regarding the information received tonight. The feedback included:



- a. Low amount of anticipated cost savings for the three communities. Committee members expected larger savings.
- b. Windham and Westbrook do not have to consolidate; however, Raymond has to consolidate.
- c. Feelings that any reported/currently anticipated savings will be spent on unknown consolidation expenses.
- d. Feelings that individual community members anticipated a larger amount of savings through consolidation.
- e. Local debt issues still need to be finalized.
- f. School choice issues need to be finalized.
- g. Property issues need to be finalized.
- h. Can each community receive approval from individual School Committees and from their respective community members for consolidation?
- i. Governance issues need to be finalized.
- j. May not see any cost savings the first few years of the consolidation.
- k. Can the Committee present a continuing consolidation effort among the three communities with the anticipated little or no cost savings to begin with?
- l. How can the Committee find additional positive attributes in the three-way consolidation other than finance and/or cost savings?
- m. If it is in the best interest of each community and the school districts, how can consolidation be constructed?

The Committee Chairs and Facilitator requested that the Committee members go back and review the financial information that they received and to direct any financial questions to Donn Davis, Michael Kucsma, or Dot Mowatt.

They also asked that each Committee member decide on the future direction of consolidation for Westbrook, Raymond, and Windham based on the available information. All members present indicated that they did not want to spend additional time going over the same information. If the process was not going to fly either with the local School Committee's approval or the community buy-in, then direction should be changed to move forward. Raymond needs to consolidate with another school district and if the three-way option is no longer viable, then Raymond should proceed with talks with Westbrook, Windham or another community to secure their future plans.

The Committee Chairs and Facilitator indicated that a vote should be taken at the next Regional Planning Committee meeting on the future direction of the consolidation and that will be the final direction of the group. The directive was to give the future direction careful thought and consideration and, hopefully, all of the members will be present at the next meeting for complete input and direction.

**Next meeting of the Regional Planning Committee is scheduled for Monday, March 3, 2008 at 5:00 pm at the Windham High School Cafeteria.**

Mike Duffy, Secretary

Windham/Raymond School Reorganization Planning Meeting

Monday, April 7, 2008 @ 5:00 pm

Raymond Elementary School Cafeteria

Attendees: Jeff Vermette, Roger Ginn, Donn Davis, Sandy Prince, Sandy Caldwell, Joe Bruno, Mike Duffy, Teresa Sadak, Mary Jane McCalmon, Kate Brix

Others in attendance: Commissioner Susan Gendron; Donn the Cable Recorder.

Dinner was served to the Planning Committee members.

Sandy Prince asked for public comments and there were no public comments.

Sandy Prince shared the communication from the Commissioner indicating that she was sorry that the three-way consolidation effort did not work, but encouraged the consolidation efforts between Raymond and Windham.

Mary Jane mentioned that we needed to send a letter to the Department of Education requesting the finances available for the consolidation expenses and the legal expenses that are due to the Planning Committee.

Members of the Committee decided that now that the group consists of only Windham and Raymond that the group would work as a whole group and not individual sub-committee groups. Unanimous consensus of members present to work as a committee of the whole.

Mary Jane reviewed a proposed time line for the Raymond/Windham Consolidation Committee. If the New RSU was to begin operations on July 1, 2009, we would need to meet the following deadline dates:

July 1, 2009	New RSU begins operations
March 2009	New Superintendent hired
January 2009	Election of a new RSU School Committee members
<b>September 2008</b>	<b>REFERENDUM FOR RAYMOND AND WINDHAM CITIZENS</b>
June 2008	Final vote on the plan by the RPC
June 2008	Public forums in each community
May 2008	RPC recommendations completed

Committee approved direction to have the two Superintendents prepare documents in line with the Major RSU Plan Components of:

1. Governance
2. Disposition of Property, Debt and Existing Funds and Financial Obligations and Claims and Insurance
3. Personnel Contracts
4. Transition Plan
5. Estimated Cost Savings, Administrative Efficiencies, Cost Sharing Plans
6. School Choice Plan
7. Miscellaneous

Administration will compile information already assembled on the above components and present to the Regional Planning Committee for review, comment and update.

**(Exhibit 1: Major RSU Plan)**

Commissioner Susan Gendron shared information that LD 1932 was vetoed by the Governor and the veto was sustained.

Commissioner Susan Gendron distributed newly compiled financial template for Windham and Raymond. The single page document indicated a percentage of local contribution based on valuation to the combined Windham/Raymond consolidation as:

Raymond	31.07%
Windham	62.93%

**(Exhibit 2: Financial Template-Step by Step - Single Page)**

Commissioner Susan Gendron distributed newly compiled financial template. The three page document included operation subsidized costs, student enrollment, EPS allocation as percentage of students as:

Raymond	23.15%
Windham	76.85%

Also included in template are debt service, mill rate expectations, adjusted local contribution for minimum Special Ed adjustment, possible adjustment and additions to required local contribution and calculation maximum local contribution.

**(Exhibit 3: Financial Template-Step by Step -Three pages)**

Commissioner Susan Gendron distributed a newly compiled Total EPS allocation/cost-sharing RSU calculation for Raymond and Windham. This calculation is based on pupil counts town allocation, State valuation 2007, and amount raised locally by 6.55 Mills or less:

**Total EPS Allocation (97% Model):           \$32,770,708.00**

**Pupil Counts (3,449.5)**

Raymond	765.5
Windham	2,684.0

**Town Allocation**

Raymond	\$ 7,271,820.00
Windham	\$25,498,888.00

**State Valuation 2007**

Raymond	\$ 951,700,000.00
Windham	\$1,697,250,000.00

**Amount raised locally (6.55 mills \$17,350,623.00)**

Raymond	\$ 6,233,635.00
Windham	\$11,116,988.00

**State Share: \$15, 420,085.00**

**(Exhibit 4: Total EPS Allocation)**

Sandy Prince distributed printed copies of the Reorganization Plan sampled after Cumberland and Falmouth School Departments that RPC members can use as a template of an approved submission plan.

Sandy Prince also distributed printed copies of the actual Reorganization Plan submitted to the Department of Transportation for SAD 51, Cumberland, North Yarmouth, Falmouth and Yarmouth for Committee members' review.

**Next Regional Planning Committee meeting scheduled for Monday, April 28, 2008 at 5:00 pm at the Windham High School Cafeteria.**

Respectfully Submitted,

Mike Duffy  
4/12/2008

## Windham/Raymond School Reorganization Planning Meeting

Monday, April 28, 2008 @ 5:00 pm

Windham High School Cafeteria

Attendees: Tom Bartell, Teresa Sadak, Dot Mowatt, Sandy Prince, Mary Jane McCalmon, Donn Davis, Joe Bruno, Kate Brix, Mike Duffy, Jeff Vermette, Sandra Caldwell, John Robinson.

Others in attendance: Donn, the Raymond Cable Technician.

Welcome by Sandy Prince.

No public participation as no one from the public was in attendance.

Dinner provided for the Committee members.

Sandy reminded Committee that we previously agreed to have work sessions as a whole group and the agenda for this evening was to cover the Governance areas of the consolidation.

Donn Davis distributed:

- a. Plan to reorganize the Falmouth School Department and MSAD #51 into the New Casco Bay School District. Actual copy of the plan submitted to the Department of Education to be used as a guide for the example of an acceptable plan.
- b. Reorganization Plan Submittal Plan. Blank, fill-in-the-blanks document for use in preparing the Raymond / Windham consolidation plan. The form is taken from the Plan to reorganize the Falmouth School Department and MSAD #51 into the New Casco Bay School District.
- c. Listing of Major RSU Plan components.
- d. Blue file folder containing Raymond information on current debt, leases, financial commitment, and valuation.
- e. Green file folder containing Windham information on current debt, leases, financial commitment, and valuation.

**Committee work:**

**2A: The Size, Composition and Apportionment of the Governance Body.**

Committee recommendation was that the Raymond/Windham RSU be composed of 9 members, 3 members from Raymond and 6 members from Windham. Raymond would have one member with a one year initial term; one member with a two year initial term and one member with a three year initial term. Windham would have two members with a one year initial term; two members with a two year initial term and two members with a three year initial term.

The initial members elected by the Town of Raymond shall meet and draw lots to determine which of them will have a 1, 2, or 3 year initial term.

The initial members elected by the Town of Windham shall meet and draw lots to determine which of them will have a 1, 2, or 3 year initial term.

**3A. The method of Voting of the Governing Body**

Each Municipality in the new Raymond/Windham RSU shall elect the number of its residents to serve on the Board as shown in the table below to meet the one-person/one vote requirements of the Maine's Constitution and the statutory deviation tolerance of +/- 2%. The Board members votes shall be weighted as follows:

Raymond:	4,601	(19%)	3 Board members
Windham:	16,546	(81%)	6 Board members

Superintendents to prepare the calculations for the number of votes and the votes per member based on law. Calculation based on the population and not the number of voters.

**4A. The Composition, Powers & Duties of any Local School Committee to be Created**

No local School Committee shall be created by the new Raymond/Windham RSU. The Raymond and Windham School Boards shall continue with the management and control of the public school and programs until the new Raymond/Windham RSU becomes operational on July 1, 2009.

## **5A The Disposition of Real and Personal Property**

### **1. Real Property& Fixtures**

Need to develop wording that would list and identify all of the property and fixtures to be transferred to the Raymond/Windham RSU that would be used and controlled exclusively by the Raymond/Windham RSU. This listing would include all of the property and fixtures to be transferred to the Raymond/Windham RSU and would be owned and maintained by the Raymond/Windham RSU.

Also, we need to develop wording that would indicate the first successor interest for Windham and Raymond property that would transfer the property back to the municipality (if municipalities so desired) if the Raymond/Windham RSU no longer required the property for educational purposes.

Need to develop notes of exclusions.

Need to define school property so that shared properties with the individual towns are clearly defined.

**5B. Personal Property.** All other tangible school personal property, including movable equipment, furnishings, textbooks, and other curriculum materials, supplies and inventories shall become property of the new Raymond/Windham RSU as successor of the Windham School Department and the Raymond School Department, except as listed in Exhibit XXX.

The new Raymond/Windham RSU may require such assignments, bills of sale, or other instruments of transfer as in its judgment is necessary to establish the District's right, title and interest in such personal property. Committee agreed to language in 5B as presented.

**5C. Agreements to Share or to Jointly Own Property.** Committee recommended to simplify the language if possible. Any arrangements with the individual Towns would need memorandums of understanding.

### **6. The Disposition of Existing School Indebtedness and Lease-Purchase obligation if the parties elect not to use the provisions of Section 1506 regarding the disposition of Debt Obligations.**

**6a. Bonds, Notes and Lease-Purchase Agreements that the District will Assume.** The Raymond/Windham RSU shall assume liability to pay the bonds, notes and lease purchase agreements as specified in Exhibit XXXX.

Additionally, other bonds, notes, and lease-purchase agreements issued by an SAU before the operative day of the new Raymond/Windham RSU shall be assumed by the District, provided the SAU issued the bonds, note or lease purchase agreement in the normal course of its management of the schools for the essential purpose to replace its existing

facilities and existing items of equipment that are no longer serviceable or to keep them in normal operating condition. Committee agreed to language in (6a) as presented.

**6B. Bonds, Notes and Lease-Purchase Agreements that the new Raymond/Windham School District will not assume.** Committee instructed Superintendents to calculate numbers regarding debt sharing for each community, Windham and Raymond.

**6C. New Capital Project Debt that the new Raymond/Windham School District will issue and assume.** If the voters of other applicable legislative body of an SAU has authorized the issuance of bonds for a school construction or a minor capital project, but the SAU has not issued all of the authorized permanent bonds for that project, the Raymond/ Windham District School Board shall issue bonds or notes to finance the completion of that project and to refund any temporary notes that the SAU issued for that project, as required by 20-A M.R.S.A. section 1506(5). With respect to such new project debt, the District shall assume liability to pay the bonds, notes, and lease-purchase agreements in Exhibit XXX. Committee agreed to language in (6c) as presented.

**6D. New Capital Project Debt that the new Raymond/Windham School District will issue but will not assume.** If the voters of other applicable legislative body of an SAU has authorized the issuance of bonds for a school construction or a minor capital project, but the SAU has not issued all of the authorized permanent bonds for that project, the Raymond/ Windham District School Board shall issue bonds or notes to finance the completion of that project and to refund any temporary notes that the SAU issued for that project, as required by 20-A M.R.S.A. section 1506(5). With respect to such new project debt, the District will not assume liability to pay the bonds, notes, and lease purchase agreements in Exhibit XXX. Committee agreed to language in (6d) as presented.

**6E. Defaulted Debt is Excluded for being assumed.** Notwithstanding anything in this plan to the contrary, except where legally required to do so, the new Raymond/Windham School District will not assume any bond, note, or lease purchase agreement as to which the SAU is in breach or has defaulted. Committee agreed to language in (6e) as presented.

**6F. Other Debt not assumed.** Except as provided in this section of the Plan, the new Raymond/Windham School District will not assume liability for any bonds, notes or lease-purchase agreements issued by an SAU prior to the operative date of the District. Committee agreed to language in (6f) as presented.

Committee recommended that the compensation for the School Committee members for the new Raymond/Windham RSU be compensated by a stipend of \$100.00 per month not to exceed \$1,200.00 per member per year. The stipend would include coverage for both regular Board meetings as well as Committee/Sub-Committee/public meetings.

Discussion at the next Regional Planning Committee on Monday, May 12, would include Sections 7 and 8 of the Plan. Please review prior to attending.



Also it was mentioned to have the Regional Planning Committee meetings longer to get more work done and to eliminate numerous shorter meetings.

**Next meeting of the Regional Planning Committee is scheduled for Monday, May 12, 2008 at 5:00 pm at the Raymond Elementary School Cafeteria.**

Respectfully Submitted,

Mike Duffy

# Windham/Raymond School Reorganization Planning Meeting

Monday, May 12, 2008 @ 5:00 pm

Raymond Elementary School Cafeteria

Attendees: Roger Ginn, Donn Davis, Sandy Prince, Sandy Caldwell, Joe Bruno, Mike Duffy, Mary Jane McCalmon, Kate Brix

Others in attendance: Don the Cable recorder.

Dinner was served to the Planning Committee members.

Sandy Prince asked for public comments and there were no public comments.

Sandy Prince distributed Submittal Plan with "red highlights" indicating recent proposed changes/additions to the document. (Exhibit A)

Approval of minutes of the reorganization meeting of April 28, 2008 deferred to next meeting due to the minutes not being distributed to members due to technical difficulties.

Discussion items:

## **7-A-1. The Assignment of School Personnel Contracts, School Collective Bargaining Agreements and other School Contractual Obligations.**

Superintendents will compile a total listing of all Personnel contracts, group and individual, listing of school collective bargaining agreements and all other school contractual obligations for discussion at next meeting.

**7-A-2 School Collective Bargaining Agreements.** OK as printed. The collective bargaining agreement listed in Exhibit ( ), to include which the Raymond and Windham School Departments are a party to, shall be assumed by the new RSU as of its operational date. All of the employer's rights and responsibilities with respect to collective bargaining shall be fully assumed by the District as of the District's operational date. Superintendents will supply data.

**7-A-3 Other School Contractual Obligations.** OK as printed. A list of all contracts to which the Raymond and Windham School Department are a part and that will be in effect as of the District's operational date is attached as Exhibit ( ). The RSU shall assume the contracts listed in Exhibit ( ) as of the operational date.

The Raymond and Windham School Department School Committee and their respective Superintendents shall seek to terminate or negotiate for termination of the contracts listed in Exhibit ( ) prior to the District's operational date.

Info to include lawn mowing contracts, Psychologist, OT, PT agreements, trainers, Sebago Alliance Day Treatment. Superintendents will compile a total listing.

Committee feeling that Section 7 of the plan addressed personnel and Section 8 of the plan addressed other contractual items.

**8-A The Disposition of Existing School Funds and Existing Financial Obligations, Including Undesignated Fund Balances, Trust Funds, Reserve Funds and Other Funds Appropriated for School Purposes.**

**8-A-1 Existing Financial Obligations:** Pursuant to Section XXXX-36(5) of Title 20-A M.R.S.A., the disposition of existing financial obligations is governed by this plan.

Existing financial obligations shall include the following:

- (a) all accounts payable;
- (b) to the extent not included in accounts payable, any financial obligations which under the generally accepted accounting principles would be considered expenses of the Raymond School Department and the Windham School Department for any year prior to the year the new Raymond/Windham School District becomes operational, whether or not such expenses were budgeted by the SAU in the year the obligations were incurred, including for example, summer salaries and benefits; and
- (c) all other liabilities arising under generally accepted accounting principals that can be reasonable estimated and are portable.

Each SAU shall satisfy its existing financial obligations from all legally available funds. If an SAU has not satisfied all of its existing financial obligations, the SAU shall transfer sufficient funds to the new Raymond/Windham School District to satisfy its remaining existing financial obligations, and the District Board shall be authorized to satisfy those existing financial obligations, then to the extent permitted by law, the District Board may satisfy those obligations from balances that the SAU transfers to the District. If the available balances transferred are insufficient to satisfy the SAU's existing financial obligations, or are not legally available for that purpose, the District Board may take any action permitted by law so that all of the municipalities of the District are treated equitably with respect to the unsatisfied existing financial obligations of an SAU. For example, to the extent permitted by law, the new Raymond/Windham School District Board may satisfy the unpaid financial obligation of an SAU in the same manner and with the same authority as for unassumed debt under the provisions of 20-A M.R.S.A. section 1506(4).

Additionally, to the extent permitted by law, if in the judgment of the new Raymond/Windham School District Board it must raise funds from its members to satisfy existing financial obligations of an SAU, the District Board also shall be authorized to raise additional amounts for the purpose of making equitable distributions (which may be made in the form of credits against assessed local shares of the District's approved budget) to those District members that would otherwise bear cost attributable to unsatisfied existing financial obligations of an SAU for which they had no financial responsibility. The intent of the preceding sentence is that financial responsibility for unsatisfied existing financial obligations for an SAU be borne by its members and not by the other members of the District.

**8-A-2 Remaining Balances**—OK as listed—Treasurer of the new district is the Superintendent.

The balance remaining in SAU School accounts after satisfying existing financial obligation in accordance with this Plan shall be paid to the treasurer of the new Raymond/Windham School District, verified by audit and used to reduce that SAU's contribution as provided by Section XXXX-43(4), except as otherwise provided in this plan.

Transfers of remaining balances may occur within the period specified by Section XXXX-(43-4), or at any time before it has closed its accounts and ceased normal operations.

#### **8-A-3 Reserve Funds—OK as listed**

The Raymond School Department and the Windham School Department shall transfer remaining balances of reserve funds to the new Raymond/Windham School District, except as otherwise specified in this Plan. Unless otherwise provided by applicable law, a transferred reserve fund shall be used in accordance with its original purpose to benefit a school, or school of the SAU. Transferred reserve funds shall be subject to Title 20-A-M.R.S.A. section 1491, except that the transfer of funds in a reserve fund or a change in purpose of the fund may only occur in such manner that the funds continue to benefit the members of the SAU that transferred that reserve fund to the District.

**8-A-4 Scholarship Funds**—Superintendents will review the language of the Scholarship funds. Raymond has scholarship funds administered through the Town.

The Raymond and Windham School Departments shall transfer remaining balances of scholarship funds to the new Raymond Windham School District. Scholarships shall be limited to the original pool of potential recipients and distributed in the manner as to which they were intended, unless otherwise provided by the donor or by applicable law.

**8-A-5 Trust Funds** – Superintendents will review the language of the Trust funds.

The Raymond and Windham School Departments shall transfer trust funds to the new Raymond Windham School District. The District Board shall be deemed the successor trustee for all purposes, except as provided by the trust or by applicable law.

#### **9-A A Transition Plan and Timetable for the new Raymond/Windham School District**

Briefly touched on this section. More detailed discussion to be held at next meeting on May 19, 2008. It appears that EPS allows \$204.00 per pupil for District Administration. Mary Jane will send a State template to Donn to assist in calculations of District Administration.

The Superintendents will submit to the Regional Planning Committee three plans showing different administration levels and arrangements for the next meeting

We need to determine if Legal and Auditing fees are under District Administration.

Issues that will need further discussion and resolution:

- a. Cost Sharing
- b. Debt
- c. School Choice

School Choice questions are on the May referendum ballots for the Raymond residents to vote on.

Next meeting we also need to discuss the Timeline and the School contracts under Sections 7 and 8. Mary Jane will see if we can get Jake Klockodile from the State to attend the next meeting to work out the financial issues and to answer questions directly.

Meeting ended at 7:30 p.m.

Next Regional Planning Committee meeting scheduled for Monday, Monday May 19, 2008 at 5:00 p.m. at the Windham High School Cafeteria.

The following Regional Planning Committee Meeting is scheduled for THURSDAY, JUNE, 5, 2008 at Raymond Elementary School at 5:00 p.m.

Respectfully submitted,

Mike Duffy

# Windham/Raymond School Reorganization Planning Meeting

Monday, May 19, 2008 at 5:00 pm

Windham High School Cafeteria

Attendees: Roger Ginn, Donn Davis, Sandy Prince, Sandy Caldwell, Joe Bruno, Mike Duffy, Mary Jane McCallom, Kate Brix, Tom Bartell, John Robinson, Teresa Sadak

Others in attendance: Don the Cable recorder, Jim Reir

Dinner was served to the Planning Committee members.

Sandy Prince asked for public comments and there were no public comments.

There was a motion by Joe Bruno and seconded by Kate Brix to accept the minutes of the April 28, 2008 Regional Planning Committee Meeting. Approved unanimous.

There was a motion by Tom Bartell and seconded by Joe Bruno to accept the minutes of the May 12, Regional Planning Committee Meeting. After discussion on the wording of Article 7-A in regards to the termination of all employees, the motion was withdrawn to further clarify the wording of the Article to ensure correctness.

Jim Rier presented the State's calculations on the funding of the Raymond-Windham School District based on existing figures, calculations, property values and enrollments.

## Exhibit 1---Financial Template (7/22/2007)---Step by Step (Using FY 2008 financials)

### Step 1: Actual Subsidy Calculation for both Windham and Raymond.

Raymond	\$ 6,907,278
Windham	\$22,540,741

New RSU Operating and other subsidizable Allocation      \$29,448,019

### Step 2: Determine percentage of Pupils K-12 (Actual enrollment for 2008)

Raymond	814.5	23.15%
Windham	2,704.5	76.85%

New RSU Pupils 3,519.0      100%

### Step 3: Determine new Regional EPS Allocations (allocation based on Student Population)

Raymond	23.15%	\$ 6,817,216
Windham	76.85%	\$22,630,802

New RSU Oper and Other Subs Alloc      100%      \$29,448,019

Step 4: Determine assignment of Debt Service Allocations. (State supported debt only)

Raymond \$ 635,158

Windham \$2,568,393

New RSU Debt Service Allocation \$3,203,551

Step 5: Combine new RSU Allocation and Debt Service Allocations

Raymond \$ 6,817,216 + \$ 635,158 = \$ 7,452,374

Windham \$22,630,802 + \$2,568,393 = \$25,199,195

Total \$29,448,019 \$3,203,551 \$32,651,569

Step 6: Calculation of maximum local share per mill expectation

	2006 State Valuation	Mill Expectation 7.44	Minimum 2.00 Mills
Raymond	\$856,450,000	\$ 6,371,988	\$1,712,900
Windham	\$1,454,200,000	\$10,819,248	\$2,908,400
New RSU	\$2,310,650,000	\$17,191,236	

Step 7: Calculate Maximum local contribution (Detailing each community allocation)

Adjusted percentage of Local Contribution

Raymond 37.07 %

Windham 62.93%

See actual Exhibit 1 for calculation details.

Step 8: Calculate State contribution

RSU allocations (Step 5) \$32,651,569

Less Local Contribution (Step 7) \$17,191,236

Equal State Contribution \$15,460,333

Step 9: Adjust Local Contribution for Minimum Special Ed. Adjustment

Raymond 37.07% \$ 6,371,988

Windham 62.93% \$10,819,248

Step 9 B: Possible adjustments and additions to required local contributions

Percentage of Local Contribution (Step 7); Required Local Contribution (Step 7); Plus additional local share excluding amounts in columns 3, 4, 5, 6; Additional local share percentage; Balance forward assigned; Local shares.

Raymond	37.07%;	\$ 6,371,988;	\$1,096,247;	37.07%;	\$761,000 = \$ 6,707,235
Windham	62.93%;	\$10,819,248;	\$1,860,988;	66.93%;	\$275,000 = \$12,405,236

Comparison of Local Contributions:

SAU	Total RSU Local Shares	FY 2008 Actual	Difference
Raymond	\$ 6,707,235	\$ 7,081,450	(\$374,215)
Windham	\$12,405,236	\$12,031,021	\$374,215

EPS Relationship:

Amount over (under) EPS

Raymond	\$601,031	+7.68%
Windham	\$260,559	+1.00%

Exhibit 2: Total EPS allocation/Cost-Sharing-RSU

EPS Operating and Other Subsidizable Costs                      \$29,448,019

Pupil Count: \$3,519.0                      Windham: 2,704.5 (76.85%)                      Raymond: 814.5 (23.15%)

Operating/Other subsidizable – Windham: \$22,630,802; Raymond: \$6,817,216

State supported debt — Windham: \$2,568,393;                      Raymond: \$ 635,158

Total Town Allocation — Windham: \$25,199,195; Raymond: \$7,452,374

State Valuation 2006 — Windham: \$1,454,200,000.00;                      Raymond: \$856,450,000.00

Amount Raised Local — Windham: 7.44 mills;                      Raymond: 7.44 mills

By 7.44 mills or less — Windham: \$10,819,248;                      Raymond: \$6,371,988

Total Local Share:                      \$17,191,236

Total State Share:                      \$15,460,333

Total:                      \$32,651,569

See details on actual Exhibit 2.

Exhibit 3: General Assessment state/local template Raymond/Windham with cost sharing.xls

Additional local share percentage based on additional local amounts, balance forward actual.  
Eliminates the difference in favor of Raymond with shift to Windham.

Raymond:	49.72%
Windham:	50.28%



Committee needs to determine the cost sharing formula for year one and forward. Establish the formula as changes need to be approved by the voters. Need to build the provisions of the formula. Current percentage based on 100% pupil count.

Exhibit 4: Data Submitted with Regional Data Request forms:

	<u>Raymond</u>	<u>Windham</u>
2007-2008		
Balance Forward	\$ 761,000	\$ 275,000
Adjusted Required Local Shares	\$6,371,988	\$10,819,248
Local only Debt	-0-	\$ 897,739
Additional local Shares	\$ 709,462	\$ 1,211,773
Reserves	-0-	\$ 500,000
Local School Nutrition	-0-	-0-
Total Local Shares	\$7,081,450	\$12,031,021
State Subsidy	\$1,345,507	\$14,289,886
Total Required & Subsidy	\$8,426,957	\$26,320,907
100% EPS	\$7,825,926	\$26,060,348
Total Additional	\$1,921,235	
Plus Balance Forward	\$1,036,000	
Step 9, Column 2	\$2,957,235	

Exhibit 5: Windham and Raymond with choice.xls (7/22/2007)

Spreadsheet indicates and accounts for a \$41,000.00 total for Raymond assessment of choice students.

Exhibit 6: Calculation for local Raymond pupils attending outside schools

Windham tuition rate calculated at \$7,436.00 per student attending Windham High School. Spreadsheet indicates that 156 students attend Windham High School from Raymond.

Other attending School: Hebron Academy (8 pupils); Carrabasset Valley (1); Poland (26); Westbrook (26); North Yarmouth Academy (7); and SAD #15 (35). With the exception of pupils attending SAD #15, the tuition to send Raymond student to the other institutions cost \$8,039 per pupil which is \$603.00 more per pupil than the Windham tuition. Total additional would be \$41,004.00

Exhibit 7: 2007-2008 Secondary Tuition Rates for the State of Maine for grades 9-12

Rates range for \$6,414.49 per pupil to \$8,039.18 per pupil.

The Superintendents will submit to the Regional Planning Committee three plans showing different administration levels and arrangements for the next meeting

The Superintendents will finish writing the plan and will give Committee members a draft with all of the blanks filled in.

The Superintendents will complete and submit a timeline draft to the Committee for the remainder of the consolidation process.

We need to determine if Legal and Auditing fees are under District Administration.

Issues that will need further discussion and resolution:

- a. Cost Sharing
- b. Debt
- c. School Choice.

School Choice questions are on the May referendum ballots for the Raymond residents to vote on.

Meeting ended at 7:30 pm

**Next Regional Planning Committee meeting scheduled for THURSDAY, JUNE 5, 2008 at 5:00 p.m. at the Raymond Elementary School Cafeteria.**

**Another Regional Planning Committee Meeting scheduled for THURSDAY, JUNE 12, 2008 at Windham High School Cafeteria 5:00 p.m.** This meeting will be after the June elections and results of the School Committee elections as well as the Choice referendum from Raymond should be completed.

Respectfully submitted,

Mike Duffy

## Windham/Raymond School Reorganization Planning Meeting

Monday, June 5, 2008 at 5:00 p.m.

Windham High School Cafeteria

Attendees: Roger Ginn, Donn Davis, Sandy Prince, Joe Bruno, Mike Duffy, Mary Jane McCalmon, Kate Brix, Tom Bartell, Jeff Vermette, Teresa Sadak

Others in attendance: Donn the Cable recorder, Jeff Pierce

Dinner was served to the Planning Committee members.

Welcome and call to order by Mary Jane McCalmon

Motion by Jeff Vermette and seconded by Teresa Sadak to go into executive session to discuss personnel issues in accordance with MRSA 510 405A. Motion approved 5:15 p.m.

Executive session ended at 5:40 p.m.

Sandy Prince asked for public comments and there were no public comments.

There was a motion by Joe Bruno and seconded by Tom Bartell to accept the minutes of the May 12, 2008 and the May 19, 2008 Regional Planning Committee Meeting. Minutes were approved unanimously.

Tentative Timeline was presented by Mary Jane:

### **Windham/Raymond RPC timeline—2008**

June 26, 2008	TA cost sharing, transition plan and choice language
July 10, 2008	Final RSU Plan vote
July 11-12, 2008	Legal review
Late July 2008	School Board Presentations
August 18-19, 2008	Public Forums
August 20-21, 2008	School Boards vote to submit plan to DOE
August 25, 2008	Plan sent to Commissioner of Education / Deadline for Reorganization Plan and Alternative Plan submission (Regional Planning Committees)

September 8, 2008	Deadline to provide approval of Reorganization plans or suggestions for improvement (Commissioner of Education)
September 2008	Subgroups meet as needed to plan/implement information campaign for November referendum.
September 18, 2008	Deadline to file Order with wording of ballot article with Town Clerk (Municipal Officers of Town Meeting, municipal school units, and CSD member towns)
October 2, 2008	Deadline to sign election warrants (School Boards of SAD's and CSD's)
October 2, 2008	Deadline for absentee ballots to be received
October 3, 2008	Deadline for delivery of election warrants and absentee ballots to Town Clerks (Residents of CSD's and SAD's)
October 3, 2008	Deadline for absentee ballots to be made available (Town Meeting, municipal school units)
October 25, 2008	Last date for Public Hearing on referendum article (SAD's)  Notice of Public Hearing must be posted 7 days prior
October 28, 2008	Last date for Public Hearing on referendum article (SAD's)  Notice of Public Hearing must be posted 7 days prior
October 28, 2008	Deadline for posting warrants (Town Meeting, municipal school units and member towns in CSA's and SAD's)
November 4, 2008	Referendum Date

The Plan that meets the law needs to be to the Department of Education by August 25, 2008.

Motion made by Jeff Vermette and seconded by Teresa Sadak to set the date of the Consolidation Referendum on Tuesday, November 4, 2008. (Same day as general election) Motion was approved unanimously.

Mary Jane will continue to prepare the timeline for the RPC to review.

The consolidation Plan was reviewed by the committee members.

Suggestion was to have the school students from Raymond and Windham offer name selections for the new Raymond/Windham School District for discussion.

Section 1.A OK

Section 1.B OK

Section 1.C OK

Section 1.D Brainstorm from high school prospective on how more high school students would benefit from the high school and education

Section 2. Need to have the first year terms of appointment run through June of 2010, that would be 18-month terms instead of the 12- month terms. Elections tentatively planned for January of 2009 and the first year term to end on June 30, 2010.

Section 3. Method of Voting:

Total votes Raymond 192 / Windham 810 / 1002 Total votes

Each Member Raymond 64 / Windham 135

Section 4 OK

Section 5.A OK

Section 5.B OK

Section 5.C Joint use with municipalities needs to be run by the attorney. Average of past two years' enrollment.

Section 6.A OK—need to list contracts

Section 6.B OK—need to list agreements

Section 6.C OK

Section 6.D OK

Section 6.E OK

Section 6.F OK

Section 7 Need to list the Raymond contracts. Need to list the Windham contracts.

Section 8. Remove “not to exceed \$173,000” / Committee not wanting to tie new RSU hands.

Next Regional Planning Committee meeting will have Jake Clockedile from the Department of Education to give us cost sharing formula detail.

Next meeting of the RPC will be on Monday, June 16, 2008 instead of June 12, 2008 at the Windham High School starting at 5:00 p.m.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Mike Duffy

## Windham/Raymond School Reorganization Planning Meeting

Monday, June 16, 2008 5:00 p.m.

Windham High School in the Library Conference Room

Attendees: Sandra Caldwell, Donn Davis, Sandy Prince, Joe Bruno, Mike Duffy, Mary Jane McCalmon, Kate Brix, Tom Bartell, John Robinson, Jeff Vermette, Teresa Sadak

Others in attendance: Donn the Cable recorder, Jake Clockedile, Charles Leavitt (Raymond Resident), Lee Walker (Raymond Resident)

Dinner was served to the Planning Committee members.

Welcome and call to order by Sandy Prince.

Sandy called for public comment. No public comment.

Questions for attorney: Do the local Boards (Selectmen and or Town Councils) have to approve the consolidation vote or can the majority of the selectmen and or Town Council members vote not to proceed? Can the local Selectmen and or Town Council members vote not to put consolidation question on referendum or warrant articles?

Mary Jane reviewed the proposed time line:

June 26, 2008	TA cost sharing, transition plan and choice language
July 10, 2008	Final RSU Plan vote
July 11-12, 2008	Legal review
Late July 2008	School Board Presentations.
August 18-19, 2008	Public Forums
August 20-21, 2008	School Boards vote to submit Plan to DOE.
August 25, 2008	Plan sent to Commissioner of Education. Deadline for Reorganization Plan and Alternative Plan submission (Regional Planning Committees)
September 8, 2008	Deadline to provide approval of Reorganization Plans or suggestions for improvement (Commissioner of Education)
September 2008	Subgroups meet as needed to plan/implement information campaign for November Referendum

September 18, 2008	Deadline to file Order with wording of ballot article with Town Clerk (Municipal Officers of Town Meeting, municipal school units, and CSD member towns)
October 2, 2008	Deadline to sign election warrants (School Boards of SAD's and CSD's)
October 2, 2008	Deadline for absentee ballots to be received
October 3, 2008	Deadline for delivery of election warrants and absentee ballots to Town Clerks (Residents of CSD's and SAD's)
October 3, 2008	Deadline for absentee ballots to be made available. (Town Meeting, municipal school units)
October 25, 2008	Last date for Public Hearing on Referendum article (SAD's)  Notice of Public Hearing must be posted 7 days prior.
October 28, 2008	Last date for Public Hearing on referendum article (SAD's)  Notice of Public Hearing must be posted 7 days prior,
October 28, 2008	Deadline for posting warrants (Town Meeting, municipal school units, and member towns in CSA's and SAD's)
November 4, 2008	Referendum Date

The Plan that meets the law needs to be to the Department of Education by August 25, 2008.

Regional Planning Committee needs to add to the timeline dates to discuss proposed consolidation with invited groups such as teachers, other union members, Town officials in July of 2008 prior to July vote and School Committee review.

#### Jake Clockedile—Cost Sharing

Jake indicated that the funding was based on:

1. DOE decides on the EPS funding allocation which is determined by the number of students.
2. How much does each community need to raise in order to receive the State Money? This is based on the property value.

Based on the original cost sharing formula, Raymond would expect to save \$374,000, while consolidation with Raymond would have cost Windham an additional \$374,000.



There needed to be adjustments to the law as 80% of the districts were affected by the cost shifts.

The new law allows RPC's to devise in the Plan sharing of cost savings. Almost any Plan would work as long as it passes the reasonably rational criteria.

RPC's need to address the local only cost sharing methods for at least year one and probably for years 2 and 3 also.

We do not know the future cost sharing issues as we do not know the future amount of the State EPS or other funding formulas, nor do we know the future number of students from each district.

One possible recommendation would be one similar to the one to be presented by Jake Clockedile but using current 2008-2009 figures after the budgets are approved.

Jake distributed his work sheet labeled Windham and Raymond RSU: (Comparative Values) Exhibit 1

Valuation

Windham	\$1,454,200,000
Raymond	\$ 856,450,000
Total Valuation	\$2,310,650,000

Number of Pupils

Windham	2,704.5
Raymond	814.5
Total Number of Pupils	3,519.0

Percent of Valuation

Windham	62.93%
Raymond	37.07%
Total Percent of Valuation	100%

Percent of Pupils

Windham	76.85%
Raymond	23.15%
Total Percent of Pupils	100%

Additional Local Funding

Windham	\$1,211,773
Raymond	\$ 709,462
Total additional Local Funding	\$1,921,235

Balance Forward

Windham	\$ 275,000
Raymond	\$ 761,000
Total Balance Forward	\$1,036,000

Total Additional Local Funding and Balance Forward

Windham	\$1,486,773
Raymond	\$1,470,462
Total Additional Local Funding and Balance Forward	\$2,957,235

Percentage of Additional Local Funding and Balance Forward

Windham	50.28%
Raymond	49.72%
Total percentage of Additional Local Funding and Balance Forward:	100%

Percentage of Additional Local Only Funding

Windham 63.07%

Raymond 36.93%

Total percentage of Additional Local Only Funding: 100%

Required Local Only Funding

Windham \$10,819,248

Raymond \$ 6,371,988

Total Required Local Only Funding \$17,191,236

Percentage of Required Local Only Funding

Windham 62.93%

Raymond 37.07%

Total percentage of Required Local Only Funding 100%

Cost Sharing Calculation

Traditional Share FY 2010

Windham \$1,486,733

Raymond \$1,470,462

Total \$2,957,235

Percentage of Share

Windham 50.28%

Raymond 49.72%

Total percentage of Share: 100%

Traditional at 80%

Windham \$1,189,518

Raymond \$1,176,270

Total Traditional at 80%: \$2,365,788.00

New at 20%

Windham \$374,711

Raymond \$216,736

Total new at 20%: \$591,447

Share FY 2011

Windham \$1,564,229

Raymond \$1,393,006

Total Share FY 2011: \$2,957,235

Year-to-Year Change

Windham \$77,456

Raymond (\$77,456)

Traditional at 60%

Windham \$892,139

Raymond \$882,202

Total traditional at 60%: \$1,774,341

New at 40%

Windham \$749,421

Raymond \$433,473

Total New at 40%: \$1,182,894

Share FY 2012

Windham \$1,641,580

Raymond \$1,315,675

Total Share FY 2012: \$2,957,235

Year-to-Year Change

Windham \$77,331

Raymond (\$77,331)

80%: \$2,365,788

20%: \$ 591,447

Note: New is the average of valuation, pupils and current shares

Note: This formula continues for two more years and then changes to a new calculation

60%: \$1,774,341

40%: \$1,182,894

Note: Possible formula after year five is the average of valuation and pupils which would be adjusted to those figures at that time.

40%: \$1,182,894

60%: \$1,774,341

Note: There will need to be a process for changing the formula and provisions for the Board to review whatever it is and recommend changes that promote fairness.

20%: \$ 591,447

80%: \$2,365,788

This RPC needs to develop a plan for the changing of the cost sharing provision. Some communities indicate a 3-year review and others have reviews scheduled for 5 years.

Petition process by citizens: Some RPC's indicate that every three years there will be a review because of the unsure amounts of EPS, valuation of properties and student enrollment.

Questions from RPC members requiring answers:

1. Who picks up the cost for Special Education for individual students? Cost of placement and services paid for by the sending community?
2. Need to discuss and decide on the Real School funding.

The Department of Education website has a list of efficiencies for consolidation.

Instructions for future meetings:

Use the 2008-2009 actual figures on the calculation for Cost Sharing.

Use a 5-year average for Balance Forward calculations.

Show calculations with and without Balance Forward calculations.

Show Hold Harmless for 1-2-3 year time periods.

Show combination of calculations after the 3-year time period for Cost Sharing.

Jake has spreadsheet that he will get to Donn to assist with the calculations.

Also need local debt calculation.

**Next meeting of the RPC will be on Thursday, June 26, 2008 at the Raymond Elementary School beginning at 5:00 p.m.**

Tentative schedule for following meeting is: Thursday, July 10, 2008 at Windham High School beginning at 5:00 p.m.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Mike Duffy

Windham/Raymond School Reorganization Planning Meeting

Thursday, June 26, 2008 at 5:00 p.m.

Raymond Elementary School Cafeteria

Attendees: Teresa Sadak, Sandy Prince, Donn Davis, Joe Bruno, Kate Brix, Mike Duffy, Sandra Caldwell,

Others in attendance: Donn, the Raymond Cable Technician; Bob Hickey, Gerry Kirean, and Dennis.

Dinner provided for the Committee members.

Welcome by Sandy Prince.

No public participation as no one from the public was in attendance.

Motion by Joe Bruno and seconded by Kate Brix to approve the RPC minutes of June 5, 2008 and June 11, 2008 as presented (approved)

**Technology Costs**

Bob Hickey provided an Executive Summary to quantify anticipated technology costs for consolidation between Windham and Raymond. The purpose of this solution is to put in place a data conduit tying both Raymond and Windham together, eliminating duplicate software systems, data communications, telecommunications systems and allow for the efficient use of personnel.

This would allow efficiencies in many areas while minimizing costs. It would also allow for the utilization of a unified fund-based school accounting system. Web and email filtering could all be accomplished in one unit.

They have estimated base costs for setting up connectivity between these two towns. It is a high speed fiber pipe with the equipment connectivity on both ends to make it work. Additionally, they don't have final figures from the vendor, but they estimated the costs to have Raymond share Windham's financial system, and utilize Windham's office automation suite on their computers and login to Windham servers.

Combining the two separate school systems will bring with it a myriad of variables, many of which won't reveal themselves until the two systems join.

The estimate is an excellent attempt at putting minimum structure in place to make the endeavor successful.

### **Cost Sharing Numbers**

Sandy indicated that Jake Clockedile did not get back to us yet with the requested information on cost sharing. Jake had surgery scheduled and has not returned to work as of yet.

### **Legal Review of RPC Plan**

Information received from Drummond and Woodsum requested that RPC's do not wait to get their plans to the attorney for review. Suggestion was to submit what we currently have completed and ask for that to be reviewed. Once the other information such as cost sharing is completed, send it to Drummond and Woodsum to review the additional information. Sandy to ask Drummond and Woodsum for the cost of the review of the RPC plans.

### **Workshops and Information Distribution**

Sandy indicated that the Windham School Committee would like to have a workshop presentation on the work of the RPC and there was a suggestion to have a joint meeting of the Windham School Committee and the Raymond School Committee and do a joint presentation to both Boards during July of 2008.

Suggestions were also made that after the School Committee presentation that the RPC invite groups such as the Town Council, Board of Selectmen, and teacher and support staff unions, to a presentation of the consolidation Plan.

After that presentation, schedule presentations to groups such as PTO and parents, citizens of both communities.

We also need to think about how to get the word out to both communities for input into the Plan for the fall of 2008.

Next meeting scheduled for Monday July 14, 2008 at 5:00 p.m. at the Windham Superintendent's office.

Meeting adjourned 6:15 p.m.

Respectfully Submitted,

Mike Duffy



Windham/Raymond School Reorganization Planning Meeting

Thursday, July 31, 2008 at 5:00 p.m.

Windham Superintendent's Office

Attendees: Teresa Sadak, Sandy Prince, Kate Brix, Mike Duffy, Sandra Caldwell, Roger Ginn, Jeff Vermette, Tom Bartell

Others in attendance: Martha Page, Raymond School Board member; Dawn DeBusk, staff writer for the Windham Independent.

Dinner provided for the Committee members.

Welcome by Sandy Prince.

No public participation as no one from the public was in attendance.

Copies of the RPC minutes from June 26, 2008 were distributed. Time was given the Committee members to review the minutes.

Motion by Kate Brix and seconded by Roger Ginn to approve the minutes of June 26, 2008 with the following changes:

- Roger Ginn was in attendance and not Teresa Sadak
- Dennis's last name is Dorey and Dennis is the Raymond IT Director.
- Gerry Kirean should be Jeri Keane.

Motion passed.

**Planning for the Joint School Committee Presentation**

The main purpose of this planning meeting was to discuss the upcoming presentation to the Joint Meeting of both the Windham School Committee and the Raymond School Committee.

Sandy and Sandra prepared a PowerPoint presentation that would offer questions regarding the consolidation and RPC members would provide answers and comments. This was proposed instead of a presentation that would go over each line item of the plan line by line.

The feeling was that if we presented the main ideas and features, questions would come up to determine what the Committee members were actually interested in learning or asking.

Discussion ensued regarding inviting both the Raymond Board of Selectmen and the Windham Town Council members to the meeting on Wednesday, August 13, 2008. The direction was that we should send an invitation to the Chairs of each group, along with a copy of the draft Plan and invite them to either a joint meeting with the Raymond Board of Selectmen and the Windham Town Council members or to have the RPC present and answer questions to the individual Boards – Whichever fills their need more appropriately.

The handout “Reorganization Questions and Answers” was reviewed page by page and members offered suggestions to improve on the questions or on the placement of the questions in the presentation.

Recommendations requesting to be in minutes:

Fact sheet that would list the particulars of the consolidated district that would include:

Number of students; number of schools, number of teachers, number of staff, number of buildings, property value etc.

Distribute Plan in the non-completed stage to the School Committee members prior to the meeting on August 13, 2008.

Send an invitation to the Chairs of the Raymond Board of Selectmen and the Windham Town Council along with a copy of the draft Plan and invite them to either a joint meeting with the Raymond Board of Selectmen and the Windham Town Council members or to have the RPC present and answer questions to the individual Boards.

Review the cost sharing plan to determine if the Windham High School local-only debt amount has been calculated to include payment by Raymond for the percentage of Raymond students attending the high school.

Can the towns lease property to the RSU?

What determines a quorum by community? Is the quorum determined by the total number of members in attendance or does it involve the numbers from each community?

Review governance on a suggestion to reduce the number of School Committee members from 9 (6 Windham and 3 Raymond) to 7 (5 Windham and 2 Raymond). Determine if the reduction would fall within the law.

### **Submission of RPC plan to the Commissioner**

Sandy told the RPC members that he requested an extension from Commissioner Gendron to send her the completed Plan. Sandy told the members that the Windham School Committee did not want to submit a Plan that could not be changed until they

received input from the community, parents, and other individuals. Raymond members agreed. Sandy indicated that the Commissioner extended the time from August 25, 2008 to September 17, 2008 to allow for time for the scheduled Public Forum.

The plan is to have the Public Forum on September 10, 2008 and to have the Windham School Committee vote on the plan on September 17, 2008 and send the results to the Commissioner on the 17<sup>th</sup> or 18<sup>th</sup>. Raymond will review their schedules.

Motion made by Jeff Vermette and seconded by Teresa Sadak to direct the RPC Chairs to submit the RPC plan to the Commissioner of Education at the latest possible time.  
(Approved-Unanimous)

### **Workshops and Information Distribution**

Suggestions were also made that after the School Committee presentation that the RPC invite groups such as the Town Council, Board of Selectmen, and teacher and support staff unions, to a presentation of the consolidation Plan.

After that presentation, schedule presentation to groups such as PTO and parents, citizens of both communities.

We also need to think about how to get the word out to both communities for input into the Plan for the fall of 2008.

### **Legal Review of RPC Plan**

Information received from Drummond and Woodsum on proposed changes to the current consolidation Plan. Sandy passed out sheets with proposed changes to pages 3, 8, 10, and 11.

---

Next meeting scheduled for Monday, August 11, 2008 at 5:00 p.m. at the Windham Superintendent's Office. Cost Sharing information.

Wednesday, August 13, 2008 at 6:30 p.m.: Joint Meeting with the RPC, presentation to the Raymond School Committee and the Windham School Committee in the Windham Town Council Chambers.

September 10, 2008: Public Forum on Consolidation in the Windham High School Auditorium 6:30 p.m.

Meeting adjourned 7:30 p.m.

Respectfully submitted,

Mike Duffy

## Windham/Raymond School Reorganization Planning Meeting

Monday, August 11, 2008 at 5:00 p.m.

Windham Superintendent's Office

Attendees: Joe Bruno, Teresa Sadak, Sandy Prince, Kate Brix, Mike Duffy, Roger Ginn, Jeff Vermette, Tom Bartell, Donn Davis, Mary Jane McCalmon, Dot Mowatt, Martha Page.

Others in attendance: Jeri Keene, Raymond School Board Chair; Barbara Maurais, Windham Support Staff President ; Jake Clockedile, Maine Department of Education; Raymond Cable Television who taped the meeting.

Light dinner was provided.

Welcome by Sandy Prince.

No public participation when requested.

Motion by Tom Bartell and seconded by Roger Ginn to approve the minutes of July 31, 2008. Motion passed.

### **Members of the Windham/Raymond Regional Planning Committee**

Motion by Tom Bartell and seconded by Joe Bruno to approve Martha Page as a School Committee member from Raymond to the Windham/Raymond Regional Planning Committee serving at the pleasure of the Chairperson of the Raymond School Committee. Martha is replacing Roger Ginn as a Raymond School Committee member. Motion approved unanimous.

Motion by Tom Bartell and seconded by Joe Bruno to approve Roger Ginn as a Community member from Raymond to the Windham/Raymond Regional Planning Committee serving at the pleasure of the Chairperson of the Raymond School Committee. Motion approved unanimous.

Motion by Tom Bartell and seconded by Joe Bruno to approve Jeff Vermette as a Community member from Windham to the Windham/Raymond Regional Planning Committee serving at the pleasure of the Chairperson of the Windham School Committee. Jeff Vermette was a School Committee member and is now a Community member. Motion approved unanimous.

### **Cost Sharing Formula Model-Jake Clockedile**

Jake distributed a handout on his cost sharing calculations. The handout consisted of three pages. Jake also provided an overhead presentation for all to view at once.

Jake indicated that the goal of Cost Sharing was not to shift any of the money from one Community to the other and the calculations were done in a way that limited the shifting of money from one community to another, as no cost shifting is usually not a reality.

Jake's cost sharing calculations are based on the budgeted 2008-2009 approved budgets from both Raymond and Windham.

**Sheet 1---Cost Share using a Transition from Current to 3 factors, including Balance Forward.**

The top third of Jake's sheet included the numbers and calculations used in the examples. They included: Town valuation, number of pupils, percentage of valuation, percentage of pupils, amount of additional local-only funding, amount of balance forward, percentage of additional local and balance forward, percentage of additional local-only without balance forward, total 2008-2009 approved school budget and percentage of budget.

**The numbers used in Jake's calculations**

	<u>Valuation</u>	<u>Percent of Valuation</u>
Windham	\$1,697,250,000	64.07%
Raymond	\$ 951,700,000	35.93%
Total	\$2,648,950,000	100.00%

---

	<u>Pupils</u>	<u>Percent of Pupils</u>
Windham	2711	78.06%
Raymond	762	21.94%
Total	3473	100.00%

---

	<u>Additional Local Only</u>	<u>Balance Forward</u>	<u>Percent of Additional Local Only and Balance Forward</u>
Windham	\$1,253,369	\$650,000	53.08%
Raymond	\$1,532,383	\$150,000	46.92%
Total	\$2,785,752	\$800,000	100.00%

---

	<u>Additional Local Only</u>	<u>Percent of Additional Local Only without Balance Forward</u>
Windham	\$1,253,369	44.99%
Raymond	\$1,532,383	55.01%
Total	\$2,785,752	100.00%

---

	<u>Budget</u>	<u>Percent of Budget</u>
Windham	\$29,946,218	77.02%
Raymond	\$ 8,935,040	22.98%
Total	\$38,881,258	100.00%

Joe Bruno mentioned that the balance forward for Raymond should be \$25,000 and not the \$150,000 as listed. Donn Davis indicated that the \$650,000 amount in the current budget is not a common amount and the usual amount is around the \$150,000 amount. Jake mentioned that he can recalculate the amounts; however, the direction may be not to include the balance forward once the numbers are reviewed.

Jake indicated that the cost sharing is focused on the amount of local-only funding that is over and above the amount of Essential Programs and Services (EPS) that is calculated by the State. The reason for this is that the State calculates the amount of funding that comes from the State and the State tells the communities how much needs to be raised locally. The amount of money over that calculation is the local additional only and represents the amount of local money without State participation.

Jake indicated that the amount of costs or savings is based on what we currently know, and we know that there will be changes. When the Town's valuation increases or decreases, the amounts change. When the pupil counts increase or decrease, the amounts change.

Jake's first assumption is a 5-year transition plan and not changing relationships that are currently in place. The assumption for the next two years would be that the share of the Additional Local Only would be the same as 2008-2009.

#### **Fiscal Year 2009-2010 and Fiscal Year 2010 and 2011**

	<u>Traditional Share</u>	<u>Percent of Share</u>
Windham	\$1,253,369	44.99%
Raymond	\$1,532,383	55.01%
Total	\$2,785,752	100.00%

#### **Fiscal Year 2012**

Based on Traditional @ 80% and new at 20%

	<u>Traditional Share @ 80%</u>	<u>New @ 20%</u>	<u>Total</u>	<u>Yr/Yr Change</u>
Windham	\$1,002,695	\$362,544	\$1,365,239	+\$111,870.00
Raymond	\$1,225,906	\$194,606	\$1,420,513	-\$111,870.00
Total	\$2,228,602	\$557,150	\$2,785,752	

#### **Fiscal Year 2013**

Based on Traditional @ 60% and new at 40%

	<u>Traditional Share @ 60%</u>	<u>New @ 40%</u>	<u>Total</u>	<u>Yr/Yr Change</u>
Windham	\$ 752,021	\$ 725,088	\$1,477,109	+\$111,870
Raymond	\$ 919,430	\$ 389,213	\$1,308,643	-\$111,870
Total	\$1,671,451	\$1,114,301	\$2,785,752	

### Fiscal Year 2014

Based on Traditional @ 40% and new at 60%

	<u>Traditional Share @ 40%</u>	<u>New @ 60%</u>	<u>Total</u>	<u>Yr/Yr Change</u>
Windham	\$ 501,348	\$1,087,632	\$1,588,979	+\$111,870
Raymond	\$ 612,953	\$ 583,819	\$1,196,773	-\$111,870
Total	\$1,114,301	\$1,671,451	\$2,785,752	

### Fiscal Year 2015

Based on Traditional @ 20% and new at 80%

	<u>Traditional Share @ 20%</u>	<u>New @ 80%</u>	<u>Total</u>	<u>Yr/Yr Change</u>
Windham	\$ 250,674	\$1,450,176	\$1,700,850	+\$111,870
Raymond	\$ 306,477	\$ 778,426	\$1,084,902	-\$111,870
Total	\$ 557,150	\$2,228,602	\$2,785,752	

### Fiscal Year 2016

Based on all new formula

Windham	\$1,812,720	65.07%
Raymond	\$ 973,032	34.93%
Total	\$2,785,752	100.00%

### Total Cost sharing dollar amounts from 2009-2010 through 2116

Windham	+ \$559,351
Raymond	- \$559,351

Committee members felt that trying to project accurate figures for the next 6 years was not reasonable due to too many unknown factors and that the Committee should focus on a shorter number of years and to better reduce the cost sharing shifts from the above \$559,351.

---

### Sheet 2

Jake's assumptions on this scenario are based on the percentage of valuation, percentage of pupils, and the local-only funding and subtracts the carry forward amount.

This scenario shifts \$96,847 per year from Raymond to Windham and the 6-year change would total \$484, 234.

Top third of sheet 2 has the same information as listed on sheet 1.

Fiscal Year 2009-2010 and Fiscal Year 2010 and 2011

	<u>Traditional Share</u>	<u>Percent of Share</u>
Windham	\$1,253,369	44.99%
Raymond	\$1,532,383	55.01%
Total	\$2,785,752	100.00%

Fiscal Year 2012

Based on Traditional @ 80% and new at 20%

	<u>Traditional Share @ 80%</u>	<u>New @ 20%</u>	<u>Total</u>	<u>Yr/Yr Change</u>
Windham	\$1,002,695	\$347,521	\$1,350,216	+\$96,847
Raymond	\$1,225,906	\$209,630	\$1,435,536	-\$96,847
Total	\$2,228,602	\$557,150	\$2,785,752	

Fiscal Year 2013

Based on Traditional @ 60% and new at 40%

	<u>Traditional Share @ 60%</u>	<u>New @ 40%</u>	<u>Total</u>	<u>Yr/Yr Change</u>
Windham	\$ 752,021	\$ 695,041	\$1,447,063	+\$96,847
Raymond	\$ 919,430	\$ 419,259	\$1,338,689	-\$96,847
Total	\$1,671,451	\$1,114,301	\$2,785,752	

Fiscal Year 2014

Based on Traditional @ 40% and new at 60%

	<u>Traditional Share @ 40%</u>	<u>New @ 60%</u>	<u>Total</u>	<u>Yr/Yr Change</u>
Windham	\$ 501,348	\$1,042,562	\$1,543,910	+\$96,847
Raymond	\$ 612,953	\$ 628,889	\$1,241,842	-\$96,847
Total	\$1,114,301	\$1,671,451	\$2,785,752	

Fiscal Year 2015

Based on Traditional @ 20% and new at 80%

	<u>Traditional Share @ 20%</u>	<u>New @ 80%</u>	<u>Total</u>	<u>Yr/Yr Change</u>
Windham	\$ 250,674	\$1,390,083	\$1,640,757	+\$96,847
Raymond	\$ 306,477	\$ 838,519	\$1,144,995	-\$96,847
Total	\$ 557,150	\$2,228,602	\$2,785,752	



Fiscal Year 2016

Based on all new formula

Windham	\$1,737,603	62.37%
Raymond	\$ 1,048,149	37.63%
Total	\$2,785,752	100.00%

Total Cost sharing dollar amounts from 2009-2010 through 2116

Windham	+\$484,234
Raymond	- \$484,234

Committee members felt that trying to project accurate figures for the next 6 years was not reasonable due to too many unknown factors and that the Committee should focus on a shorter number of years and to better reduce the cost sharing shifts from the above \$484,234. Taking out the carry forward eliminated some of the shift but the Committee would like to be closer.

---

Sheet 3

Sheet 3 shows the calculations based on single calculations only. The single calculations are if we based cost sharing on number of pupils only, validation only, and additional local-only and Balance forward only.

Pupils Only

	<u>Pupils Only</u>	<u>Change</u>
Windham	\$2,174,539	+\$921,170
Raymond	\$1,532,383	-\$921,170
Total	\$2,785,752	100.00%

Valuation Only

	<u>Valuation Only</u>	<u>Change</u>
Windham	\$1,784,903	+\$531,534
Raymond	\$1,000,849	-\$531,534
Total	\$2,785,752	100.00%

Percent of Additional Local Only Funding Plus Percent of Balance Forward

	<u>Percent of Additional Local funding + Balance Forward</u>	<u>Change</u>
Windham	\$1,366,043	+\$112,674
Raymond	\$1,419,709	- \$112,674
Total	\$2,785,752	100.00%

Jake's calculation notes indicate:

Note 1: Pupils and valuation alone shift more than does the combination of factors on Sheet 3.

Note 2: The combination of additional local and additional local with balances are both artificial factors after year one as they are based on FY 09 budget.

The Committee has felt that each community who has passed local votes to approved local-only funds for either building or repairs to buildings should retain that expense and not share that expense with another community who did not vote for the improvement and/or will not currently take advantage of the cost. Example is that Windham has local-only debt for the remodeling of the Manchester Elementary School. All of that expense will be kept with the Windham calculation and none of the expense will be charged to Raymond.

The exception to the above is the local-only share of the expense for the Windham High School. Committee members felt that the Raymond community should contribute to the amount of the local-only debt acquired during the building of Windham High School.

Donn Davis distributed information on the Windham High School Debt service local-only calculations.

The calculation is based on the enrollment as of April of 2006 and April of 2007, the two-year average of students enrolled from Raymond as a percentage of the total enrollment in the High School, divided by the amount of Windham High School local share only principal and interest.

Windham High School Local Share Only

2009-2010 Principal	\$380,000
2009-2010 Interest	\$227,050
Total	\$607,050

Cost Sharing Calculations – Windham High School

School	Enrollment		2-Year Average	<u>%</u>	09/10 <u>Assessment</u>
	<u>April 06</u>	<u>April 07</u>			
Windham	797	852	824.5	86.43%	\$524,673.31
Raymond	116	143	129.5	13.57%	\$ 82,376.69
Total	913	995	954.0	100%	\$ 607,050.00

This amount will decrease each year based on the reduction of the Principal and Interest owed and the calculation will be based on the prior 2-year average enrollment of students enrolled in Windham High School from Raymond.

The Committee felt that the consolidation would reduce the growth of cost of education as compared with reductions in costs. This was based on a number of factors from negotiated contracts, health benefits, fuel and energy costs etc.

## **Cost Sharing Agreement**

Motion by Jeff Vermette and seconded by Teresa Sadak to calculate the cost sharing formula for the proposed Windham/Raymond school consolidation for the next 2 years (2009-2010 and 2010-2011) based on the prior three-year average of the additional local only funding. Raymond will contribute to the local-only debt for the Windham High School based on the prior 2-year average enrollment of students enrolled in Windham High School from Raymond.

### Altering the Cost Sharing Agreement

The RSU Board of Directors will have the authority to review and analyze the cost sharing formula within the first 2 years and in any subsequent year following incorporation of the RSU. If the Board in its sole discretion decides that the cost sharing formula should be revised, effective for operational year three or thereafter, to provide greater balance in the cost sharing agreement, the Board shall utilize the following procedure to make any changes it deems advisable.

1. The Board shall conduct a review and study of the cost sharing formula as it has been used during the prior years and the implications of its continued use for subsequent years. In doing so, the Board shall consider variations in local costs that have occurred as a result of implementation of the cost sharing plan.
2. The Board may choose to conduct the review as a full Board, or to assign it to an appropriate Board sub-committee. By majority vote, the Board may determine to employ a qualified consultant or consultants to conduct the review and bring any recommended changes to the Board for consideration.
3. If cost sharing changes are recommended by the Board, the Board will present those changes for discussion and review in a public hearing held for the residents of the RSU.
4. Following the public hearing, the Board shall complete a final review and consideration of the recommended changes as part of a regularly announced Board meeting. The Board may amend the proposed changes to the cost sharing formula presented at the public hearing.
5. If the Board decides to proceed with changes to the cost sharing formula, the changes shall be presented to the public for ratification through a District-wide referendum or a District-wide meeting. The Board may also choose to include such changes as part of the regularly scheduled District Budget meeting or at the following District Budget validation referendum.
6. The meeting (or referendum) will be preceded by a public hearing on the proposed changes at which a complete impact analysis of the changes will be explained to the public, both in writing prior to the hearing and verbally at the hearing. The writing shall be deemed sufficient if made available on the RSU website prior to the hearing and made available at the hearing. An objection to the availability, sufficiency or accuracy of the impact analysis or explanation shall not be a sufficient basis to enjoin or invalidate the public hearing or the subsequent District-wide meeting (or referendum) if called by the Board, or to overturn the action of the voters at that meeting (or referendum).
7. The voting process and public hearings will otherwise be conducted in compliance with applicable State law and RSU Board policy.

8. The RSU Board shall review the cost sharing plan in the above manner at least every 5 years, for the purpose noted in statement #1 above. Any change in the cost sharing formula shall become effective for the first budget year commencing at least 90 days after the action of the voters, and shall remain in effect for a minimum of three (3) years.
9. Notwithstanding the previous subsection, should the Board decide not to consider any changes in the formula in the years designated for review, a petition signed by a number of voters that is at least 10% of the number of voters from the RSU who voted in the last gubernatorial election shall cause the Board to conduct the review and to report the decisions that come from that review at a regularly scheduled meeting of the Board.
10. In the event State law is enacted permitting RSUs to amend their cost sharing formula, nothing contained in this Plan shall prevent the RSU from amending its cost sharing formula in accordance with that law.

Motions passed unanimously: 10 approve motion and 0 against motion.

### **Windham Adult Education Programs**

Discussion was held on the Windham Adult Education programs and if the two communities consolidated, would Raymond residents have the same benefits and access to the Windham Adult Education programs that the Windham residents have? Sandy would pursue as the Windham Adult Education budget is separate from the Windham School Department Budget and is voted on separately by the residents of Windham.

### **School Choice**

The issue of the School Choice option for Raymond residents was discussed. While School Choice cannot be a condition in the consolidation process, a discussion was held to attempt to answer the questions as to what is the cost for Raymond residents and Windham residents if School Choice was retained by the Raymond voters and what would the benefits be if the Raymond voters decided to eliminate the School Choice option.

Jake indicated that the money for school funding usually follows the pupil. Currently Raymond, who has School Choice, receives money from the State in the form of their EPS formula and the Raymond taxpayer adds the required amount of local-only funding. This would stay the same after consolidation. The example was that if the cost of educating the high school student was capped at \$7,000 per student and the State currently contributes \$2,000 and \$5,000 is currently raised by the community, then that type of funding will remain true after consolidation.

Currently the Town of Raymond, after collecting the money from the State and the local share, pays out the \$7,000 to the receiving school department based on the choice of the student and parents.

Currently Windham High School receives approximately 60% of the high school population from the Town of Raymond.

Based on the enrollment of 250 high school students from Raymond, the Town of Windham currently receives approximately 150 students at a cost to Raymond of \$7,000, or \$1,050,000.

This would not change after consolidation as that amount of money would go to the RSU for the cost of educating the 150 Raymond high school students.

If school choice was retained by the Raymond voters, the remaining 100 high school students from Raymond would still receive the same \$7,000 as the students who attend Windham High School. However, the RSU would have a direct expense of \$700,000 to pay the receiving school.

The feeling is that the additional cost of educating the additional 100 high school students from Raymond would not cost an additional \$700,000 if all Raymond high school students attended Windham High School and any of the amounts from the \$700,000 would offset any of the cost of growth.

It is difficult to determine any of the additional high school costs associated with the additional 100 students; however, the Committee is confident the amount would not be close to the \$700,000 amount.

Their example was: If the additional 100 Raymond high school students were enrolled exclusively in Windham High School, and to accommodate the 100 students, the need was there to hire 4 additional teachers, that cost would be \$200,000 (\$50,000 X 4), leaving a balance of \$500,000.

### **Raymond School Choice Referendum**

Joe Bruno indicated that the Raymond Selectmen agreed to put the Raymond School Choice option out to the voters to determine if the Raymond residents wanted to retain the School Choice option or if they wanted to drop the School Choice option.

Joe indicated that the referendum date was scheduled for November 4, 2008, the general election date. This date was decided on due to the expected large turnout of voters having a say in the direction of School Choice.

Discussion ensued that the November 4, 2008 date was also the date scheduled to have the residents of Raymond and Windham vote on the school consolidation proposal.

Some Committee members felt that the School Choice option should be settled prior to the vote on any consolidation efforts. Other Committee members felt that it should not matter as the school choice issue cannot be considered as part of any consolidation process.

Motion was made by Jeff Vermette and seconded by Teresa Sadak to move the vote on the consolidation on the Raymond and Windham School Districts from November 4, 2008 to November 12, 2008. The vote was 2 in favor of the motion and 8 opposed to the motion. Motion defeated.

**Next Scheduled Meetings**

Wednesday, August 13, 2008 at 6:30 p.m.: Joint Meeting with the RPC presentation to the Raymond School Committee and the Windham School Committee in the Windham Town Council Chambers.

September 10, 2008 at 6:30 p.m.: Public Forum on Consolidation in the Windham High School Auditorium

Motion was made by Joe Bruno and seconded by Tom Bartell to adjourn the meeting. Motion approved. Meeting adjourned 8:00 p.m.

Respectfully submitted

Mike Duffy

Windham/Raymond School Reorganization Planning Meeting

Thursday, September 4, 2008 @ 9:00 p.m.

Jordan Small Middle School Gymnasium, Raymond, Me

Special Meeting following Public Forum

Attendees: Joe Bruno, Teresa Sadak, Sandy Prince, Mike Duffy, Sandy Caldwell, Roger Ginn, Tom Bartell, Donn Davis, Martha Page, John Robinson, Marge Govoni

Others in attendance: Maine Commissioner of Education, Susan Gendron

Welcome by Sandy Prince/ Sandra Caldwell.

No public participation requested.

**Agenda Items:**

1. Act on Finalizing the Regionalization Plan to send to Commissioner Susan A. Gendron. Note: We will attempt to complete as much of the Plan as possible. Changes will be in red. Action items will be handed out separately.

**Reorganization Plan Submittal Sheet Draft as of September 4, 2008.**

The Reorganization Plan has been sent to Commissioner Gendron for an initial review and comments to determine if we are on track with the intent of consolidation and in compliance with the school consolidation law. The Plan has been reviewed by our attorney and has been initially reviewed by Review Committee members at the Department of Education. Commissioner Gendron indicated that from what she had heard, there was one request for more detailed funding figures and one re-wording of a sentence to comply with the law. Final Plan still needs to be sent to the Commissioner after the Raymond and Windham School Committees vote to forward the Plan.

**Corrections and changes**

**Page 1:** Remove the name of Dr. Jerri Keane (Raymond School Board) from the list of Committee members. Dr. Keane is the Raymond School Board Chair and not a member of the Committee.

**Page 4 – Item 6A:** The Disposition of Existing School Indebtedness—Bonds, Notes, and Lease / Purchase Agreements that the New \_\_\_\_\_ District WILL assume has been re-written to read:

The Town of Raymond shall assume liability to pay a portion of the Windham High School local-only bond as specified in Exhibit 6A.

Otherwise, the other bonds, notes, and lease/purchase agreements issued by an SAU before the operative day of the new Raymond/ Windham RSU shall NOT be assumed by the District.

**Deleted portion of 6A includes:** “provided the SAU issued the bonds, notes or lease/ purchase agreements in the normal course of its management of the school for the essential purpose to replace its existing facilities and existing items of equipment that are no longer serviceable or to keep them in normal operating condition.”

#### **Page 6 – B: School Collective Bargaining Agreements**

Additional wording added that states: If the employee is a Windham employee as of the operational date, the employee will be under the Windham Master Contract for their position. If the employee is a Raymond employee as of the operational date, the employee will be under the Raymond Master Contract for their position. If an employee is hired AFTER the operational date, the employee will be under the Master Contract of their position, in the location of employment, until a new Master Contract is negotiated for the new RSU.”

**Page 8 – # 12: An Estimate of the Cost Savings to be achieved by the Formation of a new \_\_\_\_\_ School District and How These Savings will be achieved.**

Additional wording added that states: The elimination of one Superintendent and one other senior leadership position, as well as other personnel shifts, should allow for savings in the system-wide (Central Office) expenses. The estimate of savings is \$200,000.

**12-I:** The word “partly” added to the sentence under Administrative to read “The administrative structure now in place for the Raymond School Department and the Windham School Department will continue to be **PARTLY** required to serve the new \_\_\_\_\_ School District.”

**Page 9:** Dollar amount added to the sentence: “Exhibit 12 provides the identified expected costs for the transition period for which this Plan provides for up to **\$375,000** to be raised to cover these expenses.”

**Page 9:** Dollar amount added to the paragraph: “Special Education programs for Day Treatment and Functional Life Skills are currently housed within the two School Departments. The annual savings presently exceed **\$285,000**, through a combination of keeping students in district and reducing the need for one-on-one Educational Technician placement with individual students. Additionally, the early intervention in the Functional Life Skills program, while difficult to quantify, results in a significantly reduced future services burden to the communities and society.”



**Eliminate the reminder note stating:** "COST SAVINGS STILL BEING DEVELOPED"

**Page 12:** Amendments to the RSU Plan. Wording needs to be added/written to state that after a 2/3 majority of the RSU Board, a simple majority of the voters from the school district is required.

**Exhibit 6A:** Change to show the cost sharing formula for the local-only debt of the Windham High School.

**Raymond**

The cost sharing formula is based on high school enrollments as reported in April of the two previous years to the Department of Education. The formula is illustrated for the 2009-2010 assessment below:

School	Enrollment		2 Year Average	%	09/10 Assessment
	April 06	April 07			
Windham	797	852	824.5	86.43%	\$ 524,673.31
Raymond	116	143	129.5	13.57%	\$ 82,376.69
Total	913	995	954	100%	\$ 607,050.00

**Windham High School Local Share Only**

2009-2010 Principal	\$380,000
2009-2010 Interest	<u>\$227,050</u>
Total	\$607,050

**Page 25:** Start-Up Costs---Exhibit 12

LEGAL COSTS: \$75,000.00

Deeds/Property Transfers  
Policies  
Personnel Matters  
Incorporation Costs  
Collective Bargaining Costs  
Elections

INDEPENDENT AND COLLABORATIVE AUDIT SERVICE: \$75,000.00

Revenue Services/IRS and State  
Tax exempt certificates  
Banking  
Finalized Audits

SYSTEM OFFICE ESTABLISHED: \$75,000.00

Network \$36,000.00  
Software Licenses and Training \$25,000.00  
Hardware \$9,000.00  
Moving Costs \$5,000.00

INTERIM PERSONNEL COST: \$150,000.00

Staff  
School Board

TOTAL: \$375,000.00

As of 9/4/2008

**Page 26:** Exhibit 13D.1 Tuition Contracts

Delete "There are no other contracts for Raymond High School Students."

---

Motion by Teresa Sadak and seconded by Martha Page that the new \_\_\_\_\_  
School District shall be composed of 9 (nine) members: 3 (three) Raymond residents  
elected by the Town of Raymond; and 6 (six) Windham residents elected by the Town of  
Windham. Each Board member will serve a (3) three-year term, except that the initial  
term of the members of the first RSU Board shall be staggered as provided by Title 20-A  
M.R.S.A. Section 1472-B as indicted below:

Raymond

1 member-----1 year initial term  
1 member-----2 year initial term  
1 member-----3 year initial term

Windham

1 member-----1 year initial term  
1 member-----1 year initial term  
1 member-----2 year initial term

1 member-----2 year initial term

1 member-----3 year initial term

1 member-----3 year initial term

The three members elected by the Town of Raymond shall meet and draw lots to determine which of them have a 1, 2, or 3 year initial term. (Initial term: January 2009 to June of 2010)

The six members elected by the Town of Windham shall meet and draw lots to determine which of them have a 1, 2, or 3 year initial term. (Initial term: January 2009 to June of 2010)

Motion passed with unanimous approval.

Wording needs to be added permitting the changes to the RSU School Board to be reviewed and the redistricting and the Census (10 years) to determine the make up of the School Board, number of members from each community, and the voting methods.

**Agenda Item 2**—Act on empowering the Superintendents to amend the Plan as recommended by the Commissioner.

Motion by Tom Bartell and seconded by Teresa Sadak to empower the Superintendents to amend the Plan as recommended by the Commissioner. Motion passed unanimously.

Suggestion to Superintendents to distribute the recommendations to the Committee members for their input, if warranted.

#### **Next scheduled meetings**

Monday, September 8, 2008 at 5:00 p.m. – Raymond Elementary School – Committee meeting.

September 10, 2008 – Public Forum on Consolidation at the Windham High School Auditorium at 6:30 p.m.

Motion was made by Joe Bruno and seconded by Tom Bartell to adjourn the meeting. Motion approved. Meeting adjourned 9:45 pm

Respectfully submitted,

Mike Duffy

Windham/Raymond School Reorganization Planning Meeting

Monday, September 8, 2008 @ 5:00 p.m.

Raymond Elementary School Cafeteria

Attendees: Donn Davis, Kate Brix, Roger Ginn, Mary Jane McCalmon, John Robinson, Marge Govoni, Mike Duffy, Teresa Sadak, Joe Bruno, Martha Page, Sandy Prince, Sandy Caldwell, Jeri Keene

Others in attendance: Shawn, the Raymond Cable technician

Welcome by Sandy Prince/ Sandra Caldwell.

No public participation when requested.

Motion by Teresa Sadak and seconded by Joe Bruno to approve the RPC minutes from August 11, 2008. Motion approved 12-0-1

Motion by Teresa Sadak and seconded by Joe Bruno to approve the RPC minutes from September 4, 2008 Special Meeting. Donn Davis amended minutes to indicate that Joe Bruno had asked that we use the word "projected" instead of "estimated" in the section. Motion approved 12-0-1 with the Davis amendment.

Motion by Teresa Sadak and seconded by Marge Govoni to approve the RPC minutes from September 4, 2008 Public Forum. Motion approved 12-0-1

Agenda Item 1. Marketing the Consolidation Plan Mary Jane McCalmon

- a. Steps to be taken by the RPC members
- b. Pros and Cons to consolidating
- c. How do we market this?
- d. Whom do we market to?
- e. Tools for marketing (Handouts, PowerPoint, etc)

Committee decided to remain in one group instead of breaking into smaller groups. Decision was made to focus on the information that the Committee felt was important to be given to the public.

What is the message?

What will the cost savings be now and in the future?

What are the start-up costs and where will the money come from?

What are the penalties for Windham if we do not consolidate?

What are the negative issues if Windham does not consolidate with Raymond?

What are the penalties for Raymond if we do not consolidate?

What are the major points of Governance? Number of members and voting?

Who owns the buildings and properties?

What is the charge of the RPC and what is the charge of the new RSU School Committee?

Sandy, Sandra and Mary Jane will develop a marketing timeline, scenarios and suggestions to include Staff and Union presentations, PTO, Open Houses, Bill Diamond Speak-Out sessions, along with flyers and newspaper information articles. Sandy, Sandra, and Mary Jane will email members with their recommendations.

Reorganization Plan Submittal Sheet Draft as of September 8, 2008  
Changes/Additions/Deletions/Corrections to the Plan

Page 3—Wording added: “ The Regional School Unit Board shall review national census information to determine if recommendations need to be made to the voters as relates to the makeup of the Regional School Unit Board, number of members from each community, and voting members. Please see Section 14 related to amendments to the RSU Plan.”

Page 8—Item 12: Word change from “estimated” to “projected” and addition of “one or more leadership positions” and “projected savings in future years.”

Page 9: Reduction of the expected costs for the transition period from \$375,000 to \$100,000. Not all the listed expenses would need to be spent prior to the start of the new RSU. Other expenses could be included in operating budget of the new RSU.

Page 12: Amendments to the RSU Plan, elimination of the reference to Section 13 D and changing of the dates of the national census to very 10 years (2010, 2020) and having the information from the census available two years after the completion of the census.

Page 25—Exhibit 12: Start up costs

Adjustments to the total cost figure of \$375,000 reduced to \$100,000. Not all the listed expenses would need to be spent prior to the start of the new RSU. Other expenses could be included in operating budget of the new RSU.

Legal cost reduced to \$15,000 from \$75,000 and the Incorporation Costs would be necessary prior to July 1, 2009.

Independent and Collaborative Audit Services reduced to \$25,000 from \$75,000 and the Tax Exempt Certificates and Banking issues would be necessary prior to July 1, 2009.

Interim Personnel Costs reduced from \$150,000 to \$60,000. If one of the two existing Superintendents is not selected to head up the new District, the cost of a new Superintendent for a four-month time period would be needed.

Motion by Teresa Sadak and seconded by Mike Duffy to split the start up costs for the new RSU listed in Exhibit 12 in the cost sharing manner of 37% of the cost to Raymond and 63% of the cost to Windham. Motion passed 11-2-0.

Discussion was held that the individual percentage of the start up costs would need to be found in the current 2008-2009 operations budget.

Meeting adjourned at 6:40 pm.

**Next scheduled meetings**

Next RPC meeting tentatively scheduled for Monday, September 29, 2008 in Windham.

Respectfully Submitted,

Mike Duffy